



FILE COPY

CHAPTER 6
9-24-08

AREA Bakersfield	DIVISION Central	NUMBER
EVALUATED BY D. Clotworthy, Sgt		DATE 09/16/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		COMMANDER'S REVIEW <i>DN 9/22/09</i> <i>U.D.A. Review FOR CAPT B.M. SMITH</i>	DATE 9/23/08
<input type="checkbox"/> Correction Report BY _____			

1. AREA ADMINISTRATION

EVALUATED X	ACTION REQUIRED	CORRECTED
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- a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No
- (1) Is the Area commander involved and informed? ☒ Yes ☐ No
- (a) Does he/she monitor invoices? ☒ Yes ☐ No
- (2) Who is authorized to approve invoices? Lead AT, AT11; Area Commander for contracts/requisitions

- b. What is the background experience of the Automotive Technician (AT)? Lead AT - 17 years as a brake and front end mechanic/worked at Davey's Tire in Bakersfield.

- (1) Are sufficient instructions and training provided? ☒ Yes ☐ No
- (2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No
- (3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No
- (4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No
- (5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No
- (6) Does the AT periodically attend staff meetings? ☒ Yes ☐ No
- (7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

- c. How much maintenance work is being done by the AT? 70% in-house; unable to work on trucks or vans; lift capability only 7000 pounds.

- (1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No
- (a) If these duties are not being performed, why not?

- d. What other duties or responsibilities are placed on the AT? Records, permits, fuel island maintenance

2. VEHICLE USE

EVALUATED X	ACTION REQUIRED	CORRECTED
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- a. How many "E" Class vehicles are assigned to the Area? 42

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(1) Is there an unmarked patrol vehicle assigned for the commander?

☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?

☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?

☐ Yes ☒ No

(a) Is there a supply of tools and minor equipment available?

☐ Yes ☒ No

c. What is the justification for any vehicle kept at employees homes after duty hours? STD 377 on file - Home Storage of State Vehicles

d. Who does the commander allow to ride in vehicles? NUNIF; Cadets (approval), Cadet applicants, Sworn peace officers (approval)

(1) Do supervisors use the CHP 428, Release and Waiver of Liability?

☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time?

☒ Yes ☐ No**3. SERVICE ARRANGEMENTS**

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Yes - list attached.

(1) Are they authorized dealers?

☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Sacramento notified. Rep sent to Area from Sacramento for evaluation of vendor with Lead AT.

(3) What are the hourly rates being charged? \$65-\$75

(a) Are discounts given on parts?

☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors?

☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?

☐ Yes ☒ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?

☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?

☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? 65%

(2) Are there shortages of vehicles on Mondays?

☒ Yes ☐ No

(3) If more than one AT, are their hours/days scheduled most effectively?

☒ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods?

☒ Yes ☐ No

c. Are provisions adequate to ensure regular washing of vehicles?

☒ Yes ☐ No

(1) How are interiors cleaned? Mobile wash at Area office twice a week; three (3) contracted car washes available for Area personnel to use.

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(2) Is the Area's vehicle washing procedure practical and economical?

☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes ☒ No

(3) Is there more than one car wash facility available?

☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars?

☐ Yes ☒ No

d. How do officers report defective equipment? Write up sheet posted next to key board. Red/yellow tags used to identify level of defect (red-unsafe to drive).

(1) Who is authorized to declare a vehicle unsafe for patrol? Anyone who drives the vehicle can deem it unsafe. *-REQUIRED TO*

NOTIFY ATs OF CONDITION IMMEDIATELY

(a) Who determines when a vehicle is safe after repair or checking of defects? Lead AT or AT11

(b) Does he/she sign off the report form and indicate what has been done?

☒ Yes ☐ No

(c) Is this system effective?

☒ Yes ☐ No

(d) How long are records kept? 3 years plus current - then purged.

(e) Is there a system in place to check vehicles for defects after high speed pursuits?

☒ Yes ☐ No**4. MILEAGE MANAGEMENT**

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received?

☐ Yes ☒ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this?

☐ Yes ☐ No

b. How are adjustments to mileage accomplished? Vehicles are rotated around with some being moved to the Grapevine IF.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☒ Yes ☐ No

(2) Does the AT understand what is required?

☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? Vehicle assigned to an officer on each shift.

c. How does the Area project run outs? Projection faxed to Sacramento

(1) Is FOS provided 30-45 days advance notice?

☒ Yes ☐ No

(2) What has been the condition of vehicles returned to FOS? All vehicles are repaired to excellent condition, including new tires.

(3) Are the right equipment options completed?

☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Is there adequate space and comfort in the AT office?

☐ Yes ☒ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☐ Yes ☒ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☒ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☒ Yes ☐ No

(1) Could the AT be more effective if they were available?

☒ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☒ No

6. TIRES, PARTS AND SUPPLIES

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Is the space provided for parts and supplies adequate?

☐ Yes ☒ No

(1) If not, can more space be provided?

☒ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? Lead AT, AT11, sergeants

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked? ☒ Yes ☐ No

(1) Are there obsolete parts on hand? ☐ Yes ☒ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? ☒ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for? ☒ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? ☒ Yes ☐ No

(2) Are proper guidelines in place for record keeping? ☒ Yes ☐ No

(a) Are records reviewed by management? ☒ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse? ☒ Yes ☐ No

(a) How are tires stored? Locked up and chained.

(4) Is access to the tires restricted to the AT and his/her assistant or backup? ☒ Yes ☐ No

(5) Does Area provide motorcycle vendors with a stock of tires? ☐ Yes ☒ No

(6) Does it appear tires are being replaced prematurely? ☐ Yes ☒ No

(7) Are adequate records maintained for used tires? ☒ Yes ☐ No

(a) Is the disposition of used tires within policy? ☒ Yes ☐ No

f. How are old tires/batteries disposed of? Batteries: Picked up by vendor when new are dropped off. Tires: Purchased by Scrap Tire Company of Ballico, CA for one cent per tire.

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? ☒ Yes ☐ No

(2) Are either tires or batteries being traded to offset installation costs? ☐ Yes ☒ No

(3) Are the provisions of any tire or battery disposal contract being met? ☒ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required? ☒ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked? ☒ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted? ☒ Yes ☐ No

(1) Who conducted the count? Sgt. Layne Logan - March 2008

7. FUEL DISPENSING FACILITY

EVALUATED

X

ACTION REQUIRED

X

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?

☒ Yes ☐ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies? 33 book credit card.

(a) Is self-service or full-service used? Self

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? Employee driving the vehicle		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?	Lead AT, AT11	
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?	Daily fuel log	
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	Purchase information provided to the Area Commander	
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?	Automatic system - meter in AT office.	
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?	Every 4 weeks.	
(2) At what level is it refilled?	8,000 gallons.	
i. How does the Area secure the fuel pumps when they are not in use?	Not secured. Pumps are used constantly.	
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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8. SAFETY

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?

☒ Yes ☐ No

(1) Are the AT's work areas inspected?

☒ Yes ☐ No

b. Are there possible unsafe conditions within the AT's work areas?

☒ Yes ☐ No

(1) Is the shop floor clean and free of any spills?

☒ Yes ☐ No

(2) Are electrical cords or hoses posing a hazard?

☐ Yes ☒ No

(3) Are fire extinguishers charged, inspected and of the proper type?

☒ Yes ☐ No

(4) Are any batteries leaking or stored improperly?

☐ Yes ☒ No

(5) Are there loose items on the floor?

☐ Yes ☒ No

(6) Is the bench grinder firmly affixed, and are there safety glasses available?

☒ Yes ☐ No

(a) Are they worn by the AT?

☒ Yes ☐ No

(7) Is the battery charger in a safe place?

☒ Yes ☐ No

(8) Are masks available for AT's to wear when servicing brakes?

☒ Yes ☐ No

(a) If yes, are they worn?

☒ Yes ☐ No

(9) Are jack stands properly utilized?

☒ Yes ☐ No

c. What is the Area occupational safety record as it relates to fleet management? No preventable injuries in the last 8 years.

(1) Have any injuries been prevented with an improved safety awareness program?

☒ Yes ☐ No**9. VEHICLE RECORDS AND MAINTENANCE**

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Are fleet records logically filed?

☒ Yes ☐ No

(1) Are they conveniently located and available to the AT and supervisor?

☒ Yes ☐ No

(2) Do files contain all required documents?

☒ Yes ☐ No

(a) If documents are not in files, where are they located?

b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?

☒ Yes ☐ No

(1) Are documents legible and complete?

☒ Yes ☐ No

(2) Who reviews the FF reports? Online - Lt, Captain, HQ Fleet Operations.

(3) How is the information used in Area's fleet administration?

c. Is the CHP 424 current?

☒ Yes ☐ No

(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?

☐ Yes ☒ No

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(2) Have required services been done at the proper mileage?

☒ Yes ☐ No

d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?

☒ Yes ☐ No

(1) Are hourly rates in line with prevailing rates?

☒ Yes ☐ No

(2) Does the AT refer to manuals for invoice cost information?

☒ Yes ☐ No

(3) Is work being done by vendors that should be done by the AT?

☐ Yes ☒ No

(4) Are there any warranty problems?

☐ Yes ☒ No

(a) If so, are they being resolved?

☐ Yes ☐ No

(5) Is the credit card being used in lieu of an invoice?

☐ Yes ☒ No

(6) Does the commander or his/her designee review and/or approve invoices?

☒ Yes ☐ No

(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? 10 cents per remaining mileage up to the run out mileage of 100,000 - Area approval only. Copy of approval E mail attached to invoice from Fleet Operations.

e. Do invoices indicate parts are being supplied by the CHP?

☒ Yes ☐ No

(1) If parts are on invoices, does the vendor give a discount?

☐ Yes ☒ No

f. Are fleet operations bulletins maintained and accessible to the AT?

☐ Yes ☐ No**10. CONDITION OF THE FLEET**

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?

☐ Yes ☒ No

(1) Have any unauthorized modifications been made on vehicles?

☐ Yes ☒ No**11. MOTORCYCLES**

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?

☒ Yes ☐ No

(1) Are the program objectives clearly understood by the commander and supervisors?

☒ Yes ☐ No

(2) Does the Area have an up-to-date SOP relating to motorcycle operations?

☒ Yes ☐ No

b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?

☒ Yes ☐ No

(1) Are motorcycles being used on beats with predominantly high speed problems?

☒ Yes ☐ No

(2) Are motorcycles used for special duty officer transportation?

☐ Yes ☒ No

(3) Are motorcycles parked at the Area office during vacations and extended days off?

☒ Yes ☐ No

c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?

☒ Yes ☐ No

(1) What system is in place to verify understanding and compliance?

(2) Are Bulletins discussed with riders?

☒ Yes ☐ No

d. What type of active safety program does the Area have? IIPP - readably accessible to employee and reviewed annually.

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(1) Is there a Defensive Rider Program? ☐ Yes ☒ No

(2) Is there a sufficient number of CMTOs? ☒ Yes ☐ No

(3) What is the Area's safety record? Area went 864,522 miles without a preventable collision or injury until April 22, 2007. Officer involved in a solo preventable collision in the rain. Minor injury/motorcycle totaled.

(a) How does it compare with Division and statewide rates? Excellent

(4) Does the Area conduct quarterly motorcycle training? ☒ Yes ☐ No

(a) Are mandatory exercises being conducted? ☒ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented? ☒ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop? Radio Shop

(1) Are the arrangements satisfactory? ☒ Yes ☐ No

(2) Is the repair person proficient? ☒ Yes ☐ No

(3) Is service available on weekends? ☐ Yes ☒ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service? ☐ Yes ☒ No

(5) Are any motorcycles being operated with radios in a defective condition? ☐ Yes ☒ No

(6) Are any repairs being done by riders? ☐ Yes ☒ No

(7) Does the Area swap radios with idle units to reduce down time? ☒ Yes ☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section? ☒ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles? ☒ Yes ☐ No

(1) Is safety compromised? ☐ Yes ☒ No

(2) Are units parked near an entrance causing foot traffic to be inhibited? ☐ Yes ☒ No

(3) Are preventative measures in place to avoid problems caused by oil drippings? ☒ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism? ☐ Yes ☒ No

(5) When garaged at home, is the motorcycle in a covered, secured area? ☒ Yes ☐ No

(a) Has it been inspected and approved? ☒ Yes ☐ No

(b) Are records of the approval on file? ☒ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements? ☐ Yes ☒ No

(1) Do equipment and accessory times comply with departmental regulations? ☒ Yes ☐ No

(2) Is there ample supply available? ☐ Yes ☒ No

(3) Are spare tires available? ☐ Yes ☒ No

(4) Is a battery charger available? ☒ Yes ☐ No

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(5) Is there security and an accurate inventory kept?

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles? Valley Cycle and Jim's Motorcycle Repair

(1) Is it satisfactory and cost effective?

☒ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☒ No

(3) How is repair work verified? Motorcycle supervisor reviews all work orders.

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☒ No

(a) Is a supervisor's permission required?

☐ Yes ☒ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☒ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs? Trailered or manually pushed across the street to Valley Cycle.

(6) Does the Area have a motorcycle trailer?

☒ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☒ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☒ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☒ Yes ☐ No

(3) Is service up-to-date?

☒ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☒ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☒ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☒ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☒ Yes ☐ No

Memorandum

Date: September 17, 2008

To: Bakersfield

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Bakersfield

File No.: 420.10504

Subject: CHAPTER 6 INSPECTION

The Area Management Evaluation for Fleet Management (Chapter 6) has been completed and is attached. Comments on the evaluation, including corrective measures taken or contemplated, are listed in the CHP 454, Area Management Evaluation Supplement.



D.W. Clotworthy, #10504
Sergeant

Safety, Service, and Security

AREA	DIVISION	NUMBER
Grapevine Insp. Pac.	Central	6
EVALUATED BY		DATE
S. A. Netzer		09/17/2008

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FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW BY S. A. Netzer	DATE 09/17/2008

1. AREA ADMINISTRATION

EVALUATED	ACTION REQUIRED	CORRECTED
X		

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☐ Yes ☐ No

(1) Is the Area commander involved and informed? ☐ Yes ☐ No

(a) Does he/she monitor invoices? ☐ Yes ☐ No

(2) Who is authorized to approve invoices?

b. What is the background experience of the Automotive Technician (AT)? N/A At assigned to 420.

(1) Are sufficient instructions and training provided? ☐ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☐ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☐ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☐ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☐ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☐ No

c. How much maintenance work is being done by the AT?

(1) Is he/she qualified to perform maintenance and minor repairs? ☐ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT?

2. VEHICLE USE

EVALUATED	ACTION REQUIRED	CORRECTED
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a. How many "E" Class vehicles are assigned to the Area? 3

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(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☐ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☐ Yes ☒ No

c. What is the justification for any vehicle kept at employees homes after duty hours?

d. Who does the commander allow to ride in vehicles? Departmental employees.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

3. SERVICE ARRANGEMENTS

EVALUATED
X

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles?

(1) Are they authorized dealers? ☐ Yes ☐ No

(2) What process was used in selecting a service vendor?

(3) What are the hourly rates being charged?

(a) Are discounts given on parts? ☐ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☐ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☐ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☐ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☐ No

(1) What percentage of the fleet is needed on weekends?

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☐ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☐ No

c. Are provisions adequate to ensure regular washing of vehicles? ☐ Yes ☐ No

(1) How are interiors cleaned?

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(2) Is the Area's vehicle washing procedure practical and economical?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is excessive officer time used to wash vehicles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is there more than one car wash facility available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are vehicles being excessively washed or detailed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does the Area have a maintenance worker or janitor wash cars?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is there any other program that can be of assistance in washing cars?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

d. How do officers report defective equipment?

(1) Who is authorized to declare a vehicle unsafe for patrol?	
(a) Who determines when a vehicle is safe after repair or checking of defects?	
(b) Does he/she sign off the report form and indicate what has been done?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(c) Is this system effective?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(d) How long are records kept?	
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. MILEAGE MANAGEMENT

EVALUATED	ACTION REQUIRED	CORRECTED
X		

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are vehicles run out in the same order they are received?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If not, can adjustments be made to accomplish this?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

b. How are adjustments to mileage accomplished?

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT understand what is required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the Area have a "personalized vehicle assignment" program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, how does it effect mileage averaging?		

c. How does the Area project run outs?

(1) Is FOS provided 30-45 days advance notice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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(2) What has been the condition of vehicles returned to FOS?

(3) Are the right equipment options completed?

☐ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Is there adequate space and comfort in the AT office?

☐ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☐ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☐ Yes ☐ No

b. Is the space for working on vehicles adequate?

☐ Yes ☐ No

(1) Is it clean and organized?

☐ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☐ Yes ☐ No

(1) Is there an inventory?

☐ Yes ☐ No

(a) When was it last checked?

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☐ Yes ☐ No

(a) Are they clean and properly maintained?

☐ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☐ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☐ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☐ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☐ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☐ No

(1) Could the AT be more effective if they were available?

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☐ No

6. TIRES, PARTS AND SUPPLIES

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Is the space provided for parts and supplies adequate?

☐ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☐ Yes ☐ No

(3) Is there adequate security?

☐ Yes ☐ No

(4) Who has access to the parts/supplies?

☐ Yes ☐ No

(5) Are batteries stored in a dry location, off the cement floor?

☐ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☐ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored?		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of?		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count?		

7. FUEL DISPENSING FACILITY	EVALUATED X	ACTION REQUIRED	CORRECTED
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies?			
(a) Is self-service or full-service used?			

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(2) Is there a written policy, and is it complied with?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?		
(1) Are fluids and tires checked during fueling?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?		
(3) Is gasoline measured before and after deliveries?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?		
(1) Are records maintained as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?		
h. Is there a contract for fuel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?		
(2) At what level is it refilled?		
i. How does the Area secure the fuel pumps when they are not in use?		
(1) Is the system adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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	EVALUATED	ACTION REQUIRED	CORRECTED
8. SAFETY	X		
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			
(1) Have any injuries been prevented with an improved safety awareness program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	X		
a. Are fleet records logically filed?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			
(3) How is the information used in Area's fleet administration?			
c. Is the CHP 424 current?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input type="checkbox"/> No

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(2) Have required services been done at the proper mileage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?		

e. Do invoices indicate parts are being supplied by the CHP?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

10. CONDITION OF THE FLEET

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

11. MOTORCYCLES

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		

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(1) Is there a Defensive Rider Program?

☐ Yes ☐ No

(2) Is there a sufficient number of CMTOs?

☐ Yes ☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training?

☐ Yes ☐ No

(a) Are mandatory exercises being conducted?

☐ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented?

☐ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory?

☐ Yes ☐ No

(2) Is the repair person proficient?

☐ Yes ☐ No

(3) Is service available on weekends?

☐ Yes ☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service?

☐ Yes ☐ No

(5) Are any motorcycles being operated with radios in a defective condition?

☐ Yes ☐ No

(6) Are any repairs being done by riders?

☐ Yes ☐ No

(7) Does the Area swap radios with idle units to reduce down time?

☐ Yes ☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section?

☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles?

☐ Yes ☐ No

(1) Is safety compromised?

☐ Yes ☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited?

☐ Yes ☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings?

☐ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism?

☐ Yes ☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area?

☐ Yes ☐ No

(a) Has it been inspected and approved?

☐ Yes ☐ No

(b) Are records of the approval on file?

☐ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?

☐ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations?

☐ Yes ☐ No

(2) Is there ample supply available?

☐ Yes ☐ No

(3) Are spare tires available?

☐ Yes ☐ No

(4) Is a battery charger available?

☐ Yes ☐ No

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(5) Is there security and an accurate inventory kept?

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-to-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No

Facility vehicles are provided by and service by the Bakersfield Area. Vehicles are rotated in and out of the Facility to maintain mileage requirements at the direction of the Bakersfield AT. Vehicle are washed by a mobile service contracted by the Bakersfield Area. Vehicles are fueled at adjoining areas.

AREA Sonora	DIVISION Central	NUMBER 425
EVALUATED BY Sergeant R. S. Clamp, #12345		DATE 12/10/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No		COMMANDER'S REVIEW <i>M. S. [Signature]</i>
<input checked="" type="checkbox"/> Correction Report Section 5. BY Sgt. Clamp		DATE 1/22/09

1. AREA ADMINISTRATION

EVALUATED NO	ACTION REQUIRED NO	CORRECTED N/A
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a. Is there a clear line of supervision and accountability for the Area's fleet management? ☐ Yes ☐ No

(1) Is the Area commander involved and informed? ☐ Yes ☐ No

(a) Does he/she monitor invoices? ☐ Yes ☐ No

(2) Who is authorized to approve invoices?

b. What is the background experience of the Automotive Technician (AT)?

(1) Are sufficient instructions and training provided? ☐ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☐ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☐ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☐ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☐ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☐ No

c. How much maintenance work is being done by the AT?

(1) Is he/she qualified to perform maintenance and minor repairs? ☐ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT?

2. VEHICLE USE

EVALUATED NO	ACTION REQUIRED NO	CORRECTED N/A
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a. How many "E" Class vehicles are assigned to the Area?

(1) Is there an unmarked patrol vehicle assigned for the commander? ☐ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☐ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☐ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☐ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours?

d. Who does the commander allow to ride in vehicles?

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☐ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☐ Yes ☐ No

3. SERVICE ARRANGEMENTS

EVALUATED
NO

ACTION REQUIRED
NO

CORRECTED
N/A

a. What vendors are being used for servicing or repairing vehicles?

(1) Are they authorized dealers? ☐ Yes ☐ No

(2) What process was used in selecting a service vendor?

(3) What are the hourly rates being charged?

(a) Are discounts given on parts? ☐ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☐ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☐ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☐ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☐ No

(1) What percentage of the fleet is needed on weekends?

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☐ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☐ No

c. Are provisions adequate to ensure regular washing of vehicles? ☐ Yes ☐ No

(1) How are interiors cleaned?

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(2) Is the Area's vehicle washing procedure practical and economical?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is excessive officer time used to wash vehicles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is there more than one car wash facility available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are vehicles being excessively washed or detailed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does the Area have a maintenance worker or janitor wash cars?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is there any other program that can be of assistance in washing cars?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

d. How do officers report defective equipment?

(1) Who is authorized to declare a vehicle unsafe for patrol?		
(a) Who determines when a vehicle is safe after repair or checking of defects?		
(b) Does he/she sign off the report form and indicate what has been done?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is this system effective?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(d) How long are records kept?		
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

4. MILEAGE MANAGEMENT	EVALUATED NO	ACTION REQUIRED NO	CORRECTED N/A
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a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are vehicles run out in the same order they are received?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If not, can adjustments be made to accomplish this?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

b. How are adjustments to mileage accomplished?

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT understand what is required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the Area have a "personalized vehicle assignment" program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, how does it effect mileage averaging?		

c. How does the Area project run outs?

(1) Is FOS provided 30-45 days advance notice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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(2) What has been the condition of vehicles returned to FOS?

(3) Are the right equipment options completed?

☐ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED

Yes / Sgt. Clamp

ACTION REQUIRED

NO

CORRECTED

12/10/2008

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☐ Yes ☒ No

(1) Is there an inventory?

☐ Yes ☒ No

(a) When was it last checked?

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☐ Yes ☒ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☒ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☒ Yes ☐ No

(1) Could the AT be more effective if they were available?

☒ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☒ No

6. TIRES, PARTS AND SUPPLIES

EVALUATED

Yes, Sgt. Clamp

ACTION REQUIRED

NO

CORRECTED

12/10/2008

a. Is the space provided for parts and supplies adequate?

☐ Yes ☒ No

(1) If not, can more space be provided?

☐ Yes ☒ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? Already addressed. No action required.

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored?	Already addressed. No action required.	
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of?	Already addressed. No action required.	
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count?	Already addressed. No action required.	

7. FUEL DISPENSING FACILITYEVALUATED
NOACTION REQUIRED
NOCORRECTED
N/A

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies?		
(a) Is self-service or full-service used?		

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(2) Is there a written policy, and is it complied with?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is the lighting adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Who fuels the vehicles?	
(1) Are fluids and tires checked during fueling?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?	
(3) Is gasoline measured before and after deliveries?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?	
(1) Are records maintained as required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?	
h. Is there a contract for fuel?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) How often is the fuel supply replenished?	
(2) At what level is it refilled?	
i. How does the Area secure the fuel pumps when they are not in use?	
(1) Is the system adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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8. SAFETY	EVALUATED NO	ACTION REQUIRED NO	CORRECTED N/A
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			
(1) Have any injuries been prevented with an improved safety awareness program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED NO	ACTION REQUIRED NO	CORRECTED N/A
a. Are fleet records logically filed?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			
(3) How is the information used in Area's fleet administration?			
c. Is the CHP 424 current?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input type="checkbox"/> No

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(2) Have required services been done at the proper mileage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?		

e. Do invoices indicate parts are being supplied by the CHP?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

10. CONDITION OF THE FLEET	EVALUATED NO	ACTION REQUIRED NO	CORRECTED N/A
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a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

11. MOTORCYCLES	EVALUATED NO	ACTION REQUIRED NO	CORRECTED N/A
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a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		

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(1) Is there a Defensive Rider Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) What is the Area's safety record?	
(a) How does it compare with Division and statewide rates?	
(4) Does the Area conduct quarterly motorcycle training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop?	
(1) Are the arrangements satisfactory?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is the repair person proficient?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Has it been inspected and approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are records of the approval on file?	<input type="checkbox"/> Yes <input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is there ample supply available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Is a battery charger available?	<input type="checkbox"/> Yes <input type="checkbox"/> No

(5) Is there security and an accurate inventory kept?	<input type="checkbox"/> Yes <input type="checkbox"/> No
i. What arrangements have been made for servicing and repairing motorcycles?	
(1) Is it satisfactory and cost effective?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the maintenance program minimize officer and vehicle down time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) How is repair work verified?	
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is a supervisor's permission required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is there a SOP covering this aspect of motorcycle operation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) If not ridden, how are motorcycles transported to vendors for repairs?	
(6) Does the Area have a motorcycle trailer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) How often is it used?	
(b) If one is not available, has Area budgeted for one?	<input type="checkbox"/> Yes <input type="checkbox"/> No
j. Are vehicle files logically kept and up-to-date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the motorcycle supervisor review all motorcycle invoices?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is service up-do-date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are the forms filed for the life of the motorcycle?	<input type="checkbox"/> Yes <input type="checkbox"/> No
l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 5 - Automotive Work Area/Equipment [5.a.(1); 5.b and 5.b.(1)]: Sonora Area AT White cleaned and organized his office, automotive supply area and service bay area. Sgt. Clamp counseled AT White on the importance of maintaining a hazard free work environment. AT White will strive to maintain his office and work space in a manner consistent with departmental standards. AT White rearranged the automotive supplies in the service bay area thus maximizing the efficiency of his work space and creating a safer work environment.

[5.c; 5.c.(1).(a)]: AT White has drafted a list of tools he does not possess, but requires, to perform maintenance on the Area fleet. Area should requisition the tools necessary for AT White to optimally perform his required duties. Once Area receives the listed tools, the Area Fleet Supervisor, currently Sgt. Clamp, will update the Area Tool inventory and strive to maintain better accountability of the tool inventory.

[5.c.(2).(a); 5.c.(2)(B); 5.c.(2)(c); 5.f and 5.f.(2)]: AT White has drafted a list of necessary tools as mentioned above. AT White discovered the tool chest in the service bay is capable of being locked (secured) and Area does not need to procure a new tool chest.

AREA Sonora	DIVISION Central	NUMBER 425
EVALUATED BY Sergeant R. S. Clamp, #12345		DATE 11/06/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE 01/09/2009
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW <i>M. G. Ayala</i> DATE 11/12/08

1. AREA ADMINISTRATION

EVALUATED Yes, 09/2008	ACTION REQUIRED No	CORRECTED N/A
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- a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No
- (1) Is the Area commander involved and informed? ☒ Yes ☐ No
- (a) Does he/she monitor invoices? ☒ Yes ☐ No
- (2) Who is authorized to approve invoices? Area Commander, Lieutenant M.G. Ayala, #9507 and Area Administrative Sergeant, Sergeant R.S. Clamp, #12345

- b. What is the background experience of the Automotive Technician (AT)? AT II R. White, A11526, has approximately 32 years of experience in the automotive repair field.

- (1) Are sufficient instructions and training provided? ☒ Yes ☐ No
- (2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No
- (3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No
- (4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No
- (5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No
- (6) Does the AT periodically attend staff meetings? ☐ Yes ☒ No
- (7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

- c. How much maintenance work is being done by the AT? All routine services and scheduled, preventive maintenance.

- (1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No
- (a) If these duties are not being performed, why not? N/A

- d. What other duties or responsibilities are placed on the AT? The AT assists with minor facility repairs.

2. VEHICLE USE

EVALUATED Yes, 09/2008	ACTION REQUIRED No	CORRECTED N/A
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- a. How many "E" Class vehicles are assigned to the Area? 14

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(1) Is there an unmarked patrol vehicle assigned for the commander?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A		
b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is there a supply of tools and minor equipment available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. What is the justification for any vehicle kept at employees homes after duty hours? Patrol vehicles are periodically driven home by the scheduled on-call supervisors assigned to the Area and on a daily basis for three officers assigned to the Groveland Resident Post.		
d. Who does the commander allow to ride in vehicles? Prospective CHP cadet candidates.		
(1) Do supervisors use the CHP 428, Release and Waiver of Liability?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the CHP 428 kept for the appropriate period of time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3. SERVICE ARRANGEMENTS	EVALUATED Yes, 09/2008	ACTION REQUIRED No
CORRECTED N/A		
a. What vendors are being used for servicing or repairing vehicles? Hammond Ford in Sonora.		
(1) Are they authorized dealers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What process was used in selecting a service vendor? There is only one authorized dealership in the area.		
(3) What are the hourly rates being charged? \$85.00		
(a) Are discounts given on parts?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Has the command shopped for the most cost effective vendors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) What percentage of the fleet is needed on weekends?		
(2) Are there shortages of vehicles on Mondays?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) If more than one AT, are their hours/days scheduled most effectively?	N/A	
(a) Is overtime needed for maximum enforcement periods?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c. Are provisions adequate to ensure regular washing of vehicles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How are interiors cleaned? Full service mobile car wash at Area office.		

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(2) Is the Area's vehicle washing procedure practical and economical?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is excessive officer time used to wash vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Is there more than one car wash facility available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are vehicles being excessively washed or detailed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Does the Area have a maintenance worker or janitor wash cars?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Is there any other program that can be of assistance in washing cars?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. How do officers report defective equipment? Vehicle defect reports are available at the patrol vehicle key check board next to the AT's office.		
(1) Who is authorized to declare a vehicle unsafe for patrol? Area Commander, Area Sergeants and Shift OIC's.		
(a) Who determines when a vehicle is safe after repair or checking of defects? Area AT, Area Sergeant, or Shift OIC		
(b) Does he/she sign off the report form and indicate what has been done?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is this system effective?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) How long are records kept? Life of vehicle.		
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4. MILEAGE MANAGEMENT	EVALUATED Yes, 09/2008	ACTION REQUIRED No
		CORRECTED N/A
a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are vehicles run out in the same order they are received?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If not, can adjustments be made to accomplish this?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. How are adjustments to mileage accomplished? Priority assignments and fleet mileage averaging.		
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?		
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT understand what is required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the Area have a "personalized vehicle assignment" program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, how does it effect mileage averaging? Mileage averaging figures are reviewed monthly by the Area AT and Fleet Operations Supervisor.		
c. How does the Area project run outs? Mileage averaging.		
(1) Is FOS provided 30-45 days advance notice?		
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(2) What has been the condition of vehicles returned to FOS? Good operating condition and vehicle cleanliness commensurate with mileage and age of vehicle.

(3) Are the right equipment options completed? ☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT	EVALUATED Yes, 09/2008	ACTION REQUIRED Yes	CORRECTED
a. Is there adequate space and comfort in the AT office?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the office arranged neatly, and are all bulletins and manuals current?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Does the AT maintain a service and flat rate manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Is the space for working on vehicles adequate?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is it clean and organized?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is there an inventory?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) When was it last checked?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they clean and properly maintained?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(b) Is there security for the tools when the AT is not present?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(c) Who has access to the tools?			<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Does the AT have the equipment necessary to perform all required tasks?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, has it been budgeted for and/or ordered?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
e. Is the equipment neat, clean and in good repair?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have replacements been planned and budgeted for?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Are there additional tools or items of equipment needed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Could the AT be more effective if they were available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Can they and/or have they been requisitioned or requested?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6. TIRES, PARTS AND SUPPLIES	EVALUATED Yes, 09/2008	ACTION REQUIRED Yes	CORRECTED
a. Is the space provided for parts and supplies adequate?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) If not, can more space be provided?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Is the space neatly and logically organized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is there adequate security?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(4) Who has access to the parts/supplies? All personnel.			
(5) Are batteries stored in a dry location, off the cement floor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored?	New tires are secured on tire racks inside the service bay. Used tires are placed outside on tire racks.	
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of?	Service by contract vendor.	
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count?	Fleet Operations Supervisor (previously Sergeant J. Lewis)	

7. FUEL DISPENSING FACILITY	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes 09/2008	No	N/A
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(1) What procedures have been established for purchasing fuel from service stations in emergencies?			
(a) Is self-service or full-service used?			

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(2) Is there a written policy, and is it complied with?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is the lighting adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Who fuels the vehicles? Area Officers are responsible for refueling the patrol vehicles.	
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?	
(3) Is gasoline measured before and after deliveries?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?	
(1) Are records maintained as required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?	
h. Is there a contract for fuel?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) How often is the fuel supply replenished?	
(2) At what level is it refilled?	
i. How does the Area secure the fuel pumps when they are not in use?	
(1) Is the system adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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8. SAFETY	EVALUATED Yes, 10/2008	ACTION REQUIRED No	CORRECTED N/A
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			No record of any occupational safety violations could be located.
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED Yes, 10/2008	ACTION REQUIRED No	CORRECTED
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			Fleet Focus
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			Area Fleet Operation Supervisor and Area Commander
(3) How is the information used in Area's fleet administration?			Information is utilized to ensure Area fleet is safely maintained.
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? No threshold limit. All invoices are stamped and signed by approving authority		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10. CONDITION OF THE FLEET	EVALUATED Yes. 10/2008	ACTION REQUIRED No
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
11. MOTORCYCLES	EVALUATED No	ACTION REQUIRED No
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		

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(1) Is there a Defensive Rider Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) What is the Area's safety record?	
(a) How does it compare with Division and statewide rates?	
(4) Does the Area conduct quarterly motorcycle training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop?	
(1) Are the arrangements satisfactory?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is the repair person proficient?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Has it been inspected and approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are records of the approval on file?	<input type="checkbox"/> Yes <input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is there ample supply available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Is a battery charger available?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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(5) Is there security and an accurate inventory kept?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. What arrangements have been made for servicing and repairing motorcycles?		
(1) Is it satisfactory and cost effective?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the maintenance program minimize officer and vehicle down time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) How is repair work verified?		
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is a supervisor's permission required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is there a SOP covering this aspect of motorcycle operation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) If not ridden, how are motorcycles transported to vendors for repairs?		
(6) Does the Area have a motorcycle trailer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How often is it used?		
(b) If one is not available, has Area budgeted for one?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are vehicle files logically kept and up-to-date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the motorcycle supervisor review all motorcycle invoices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service up-do-date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are the forms filed for the life of the motorcycle?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

5.a.(1) and 5.b.(1) - The Sonora Area AT, Mr. R. White, #11526, is solely responsible for the general upkeep and cleanliness of both the Area AT office and service bays. Generally, the AT office and service bays are well organized and clean only after AT White is given specific direction by Area supervision or management to police the areas.

ACTION: Area Fleet Operations Supervisor, currently Sergeant S. Clamp, #12345, will monitor the cleanliness and general upkeep of the Area AT office and service bays. Sgt. Clamp will counsel AT White as deemed necessary. If counseling proves ineffective by the end of December 2008, the proper steps of progressive discipline will be enforced to provide clear direction to AT White to guarantee AT White is aware of the importance of ensuring a clean, hazard free, work environment.

AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SUBJECT: Fleet Management, Chapter 6 (Supplemental Page 1)		DATE: 10/2008
SECTIONS	COMMENTS	
5.b	The Sonora Area maintenance bay used by AT White to service departmental vehicles is inadequate in size thus creating an unsafe work environment. The service bay is narrow and does not provide sufficient clearance on both sides of the vehicle lift to safely navigate around raised vehicles. Automotive supplies and parts are maintained on shelves on both sides of the vehicle lift reducing the area which AT White can walk around a vehicle raised on the lift or not. ACTION: AT White will relocate the automotive supplies and parts located on one side of the bay and clear a workable area on the north side of the service bay by December 15, 2008.	
5.c, 5(c).(1).(a)	The tool inventory available for AT White to use on a daily basis is inadequate. Several necessary tools such as screwdrivers and wrenches have disappeared over years. ACTION: AT White will draft a list of needed tools and provide the list to Area by December 15, 2008. Area management should budget funds to provide AT White the requested tools.	
5.c.(2)(a), 5.c.(2)(b), and 5.c.(2)(c) 5.f and 5.f.(2)	The tools maintained by Area have been used to the point of disrepair. Area has not purchased new hand tools in recent years resulting in an inadequate inventory for AT White to perform required basic services. The tools used by AT White are located in an unsecured tool chest and several cabinet drawers located in the service bay. The tools are unsecured and subject to be removed by anyone entering the service bay area.	
5.c.(2)(a), 5.c.(2)(b), 5.c.(2)(c), and 5.f. and 5.f.(2)	ACTION: AT White will prepare a list of necessary tools he requires to perform his duties and submit the list to Area by December 15, 2008. In turn, Area should request permission to purchase the necessary tools through proper channels or through the departmental budget process. Area should purchase a tool chest or other type of cabinet that the Area AT can properly secure all the tools.	
6.a and 6.a.(2)	Storage space at the Area office is limited. Maintaining an adequate supply of automotive parts and supplies is a challenge due to the lack of storage space. ACTION: Area management is currently in negotiations with Facilities Section for the procurement of a new facility with adequate storage space. Once in the planning stages, the issue of storage space will be of primary concern.	
	(continued)	

AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SUBJECT: Fleet Management, Chapter 6

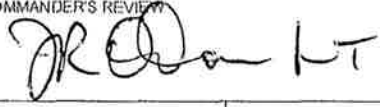
(Supplemental Page 2)

DATE: 09/2008

[illegible]

AREA Fort Tejon Area	DIVISION Central	NUMBER 430
EVALUATED BY Sgt. M. Rhoades, #9242		DATE 02/24/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____ COMMANDER'S REVIEW 	DATE 2-29-08

1. AREA ADMINISTRATION

EVALUATED <input checked="" type="checkbox"/>	ACTION REQUIRED No.	CORRECTED
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a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? Commander, sergeants.

b. What is the background experience of the Automotive Technician (AT)? Engine overhaul school, various Departmental In-Service training. Automotive background.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☒ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

c. How much maintenance work is being done by the AT? General maintenance.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? Record maintenance, fuel operations, exchange run out vehicles.

VEHICLE USE	EVALUATED <input checked="" type="checkbox"/>	ACTION REQUIRED No.	CORRECTED
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a. How many "E" Class vehicles are assigned to the Area? 14

AREA MANAGEMENT EVALUATION

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CHP 453F (Rev. 6-06) OPI 009

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A.

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? On call status.

d. Who does the commander allow to ride in vehicles? Employees only. (EXCEPTION IS RIDE-ALONGS)

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

3. SERVICE ARRANGEMENTS

EVALUATED

✓

ACTION REQUIRED

No.

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Jim Burke Lincoln/Mercury in Bakersfield.

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Location to Area, reliability, fast service.

(3) What are the hourly rates being charged? \$55.00 per hour.

(a) Are discounts given on parts? ☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? 50%.

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? N/A. ☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? Vendor at Area. Interiors are wiped down and windows done.

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(2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No

(3) Is there more than one car wash facility available? ☐ Yes ☒ No

(4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars? ☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? Defective equipment log in briefing room.

(1) Who is authorized to declare a vehicle unsafe for patrol? Sergeants, A.T.

(a) Who determines when a vehicle is safe after repair or checking of defects? A.T.

(b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No

(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? 12 months.

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

4. MILEAGE MANAGEMENT

EVALUATED



ACTION REQUIRED

No.

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received? ☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this? ☐ Yes ☐ No

b. How are adjustments to mileage accomplished? Adjust usage when necessary.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No

(2) Does the AT understand what is required? ☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program? ☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? No effect.

c. How does the Area project run outs? A.T. keeps average monthly mileage reports from 33 books and fuel logs.

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No

(2) What has been the condition of vehicles returned to FOS? Above average.

(3) Are the right equipment options completed?

☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED ☒

ACTION REQUIRED
No.

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked? JUNE 2007

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools? ALL UNIF. PERSONNEL

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available? N/A.

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested? N/A.

☐ Yes ☐ No

6. TIRES, PARTS AND SUPPLIES

EVALUATED ☒

ACTION REQUIRED
No.

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? A.T.

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked?

☒ Yes ☐ No

(1) Are there obsolete parts on hand?

☐ Yes ☒ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?

☒ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for?

☒ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?

☒ Yes ☐ No

(2) Are proper guidelines in place for record keeping?

☒ Yes ☐ No

(a) Are records reviewed by management?

☒ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse?

☒ Yes ☐ No

(a) How are tires stored? In racks in garage and two locked storage sheds.

(4) Is access to the tires restricted to the AT and his/her assistant or backup?

☒ Yes ☐ No

(5) Does Area provide motorcycle vendors with a stock of tires? *N/A*

☐ Yes ☐ No

(6) Does it appear tires are being replaced prematurely?

☐ Yes ☒ No

(7) Are adequate records maintained for used tires?

☒ Yes ☐ No

(a) Is the disposition of used tires within policy?

☒ Yes ☐ No

f. How are old tires/batteries disposed of? Tires go to licensed haulers. Batteries go to battery vendor when replaced.

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?

☒ Yes ☐ No

(2) Are either tires or batteries being traded to offset installation costs?

☐ Yes ☒ No

(3) Are the provisions of any tire or battery disposal contract being met?

☒ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required?

☒ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked?

☒ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted?

☒ Yes ☐ No

(1) Who conducted the count? A.T. and fleet supervisor.

FUEL DISPENSING FACILITY

EVALUATED



ACTION REQUIRED

No.

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?

☒ Yes ☐ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies? Credit card.

(a) Is self-service or full-service used?

Self.

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? Officers.		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? A.T. and supervisors.		
(3) Is gasoline measured before and after deliveries? <i>VEEDER-ROOT</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? Log sheet at fuel island. Log is verified daily by A.T.		
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? No discrepancies to date.		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? 02/14/2008.		
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished? Every two months.		
(2) At what level is it refilled? 24"		
i. How does the Area secure the fuel pumps when they are not in use? Locks.		
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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8. SAFETY	EVALUATED ✓	ACTION REQUIRED No.	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?		Excellent.	

(1) Have any injuries been prevented with an improved safety awareness program?		unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No
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9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED ✓	ACTION REQUIRED No.	CORRECTED
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?		Fleet operations services - Sacramento.	
(3) How is the information used in Area's fleet administration?		Mileage averaging, cost reductions.	
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(a) If so, are they being resolved? <i>N/A.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?	Monitored by fleet supervisor and Commander for cost effectiveness.		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) If parts are on invoices, does the vendor give a discount?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
10. CONDITION OF THE FLEET	EVALUATED <input checked="" type="checkbox"/>	ACTION REQUIRED No.	CORRECTED
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
11. MOTORCYCLES	EVALUATED	ACTION REQUIRED	CORRECTED
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) What system is in place to verify understanding and compliance?			
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
d. What type of active safety program does the Area have?			

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(1) Is there a Defensive Rider Program?

☐ Yes

☐ No

(2) Is there a sufficient number of CMTOs?

☐ Yes

☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training?

☐ Yes

☐ No

(a) Are mandatory exercises being conducted?

☐ Yes

☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented?

☐ Yes

☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory?

☐ Yes

☐ No

(2) Is the repair person proficient?

☐ Yes

☐ No

(3) Is service available on weekends?

☐ Yes

☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service?

☐ Yes

☐ No

(5) Are any motorcycles being operated with radios in a defective condition?

☐ Yes

☐ No

(6) Are any repairs being done by riders?

☐ Yes

☐ No

(7) Does the Area swap radios with idle units to reduce down time?

☐ Yes

☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section?

☐ Yes

☐ No

g. Is there adequate space to park and/or store motorcycles?

☐ Yes

☐ No

(1) Is safety compromised?

☐ Yes

☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited?

☐ Yes

☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings?

☐ Yes

☐ No

(4) Are parked motorcycles susceptible to theft or vandalism?

☐ Yes

☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area?

☐ Yes

☐ No

(a) Has it been inspected and approved?

☐ Yes

☐ No

(b) Are records of the approval on file?

☐ Yes

☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?

☐ Yes

☐ No

(1) Do equipment and accessory times comply with departmental regulations?

☐ Yes

☐ No

(2) Is there ample supply available?

☐ Yes

☐ No

(3) Are spare tires available?

☐ Yes

☐ No

(4) Is a battery charger available?

☐ Yes

☐ No

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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(5) Is there security and an accurate inventory kept?

☐ Yes☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes☐ No

(a) Is a supervisor's permission required?

☐ Yes☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes☐ No

(3) Is service up-to-date?

☐ Yes☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes☐ No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA HANFORD	DIVISION CENTRAL	NUMBER
EVALUATED BY DOUG PUDEK #10045		DATE 2/22/08

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION Formal Evaluation <input type="checkbox"/> Informal Evaluation <input checked="" type="checkbox"/>		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY Doug Pudek, LT. EVALUATED 2/21/08 DMP	DATE 2/22/08 ACTION REQUIRED NONE CORRECTED N/A

1. AREA ADMINISTRATION

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? **AREA COMMANDER APPROVES ALL AUTOMOTIVE INVOICES.**

b. What is the background experience of the Automotive Technician (AT)? **WORKED AT FLEET OPERATION FOR 8 MONTHS - 14 YEARS AS AN AUTO. TECH. WITH CHP**

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? **WHEN OFFERED** ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? **HIS INPUT IS SOUGHT PRIOR TO STAFF MEETINGS** ☐ Yes ☒ No

(7) Does the AT have ideas/suggestions for improving the program? **NOT AT THE PRESENT TIME** ☐ Yes ☒ No

c. How much maintenance work is being done by the AT? **80-90% OF NON-WARRANTY WORK PERFORMED BY AUTO. TECH.**

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not? **N/A**

d. What other duties or responsibilities are placed on the AT? **AREA OCCUPATIONAL SAFETY COMMITTEE MEMBER, ASSISTS OTHER CHP AREAS WITH AUTO. TECH. DUTIES**

2. VEHICLE USE

EVALUATED 2/21/08 DMP	ACTION REQUIRED NONE	CORRECTED N/A
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a. How many "E" Class vehicles are assigned to the Area? **11**

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(1) Is there an unmarked patrol vehicle assigned for the commander?

☒ Yes

☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?

N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?

☒ Yes

☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?

☒ Yes

☐ No

(a) Is there a supply of tools and minor equipment available?

☒ Yes

☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours?

OUTSIDE BUSINESS HOURS
IN AUTO. TECH. GARAGE
THE AREA COMMANDER

AND ON-CALL SERGEANTS ARE THE ONLY PERSONNEL AUTHORIZE

d. Who does the commander allow to ride in vehicles?

JOB APPLICANTS, REPORTERS, DISTRICT ATTORNEYS

(1) Do supervisors use the CHP 428, Release and Waiver of Liability?

☒ Yes

☐ No

(a) Is the CHP 428 kept for the appropriate period of time?

☒ Yes

☐ No

3. SERVICE ARRANGEMENTS

EVALUATED

2/21/08
DIMP

ACTION REQUIRED

NONE

CORRECTED

N/A

a. What vendors are being used for servicing or repairing vehicles?

MONARCH FORD, WORLEY'S

AUTOMOTIVE REPAIR, GLASS DOCTOR (WINDSHIELDS)

(1) Are they authorized dealers?

☒ Yes

☐ No

(2) What process was used in selecting a service vendor?

LOCAL VENDORS HAVE BEEN TRIED
BUT HAVE PROVEN TO BE UNRESPONSIVE TO OUR NEEDS.

(3) What are the hourly rates being charged?

\$80 PER HOUR

(a) Are discounts given on parts?

FROM MONARCH FORD

☒ Yes

☐ No

(4) Has the command shopped for the most cost effective vendors?

☒ Yes

☐ No

(5) Does the Area ~~constantly change vendors, or~~ work out problems in order to maintain good long-term relationships?

☒ Yes

☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?

☒ Yes

☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?

N/A

☐ Yes

☐ No

(1) What percentage of the fleet is needed on weekends?

70-75%

(2) Are there shortages of vehicles on Mondays?

☐ Yes

☒ No

(3) If more than one AT, are their hours/days scheduled most effectively?

N/A

☐ Yes

☐ No

(a) Is overtime needed for maximum enforcement periods?

☐ Yes

☒ No

c. Are provisions adequate to ensure regular washing of vehicles?

ESP MOBILE
CAR WASH SERVICE

☒ Yes

☐ No

(1) How are interiors cleaned?

VACUUMED REGULARLY, ADDITIONAL
CLEANING AS NEEDED.

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

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(2) Is the Area's vehicle washing procedure practical and economical? *SAVES UNIFORMED PERSONNEL HOURS* ☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No

(3) Is there more than one car wash facility available? ☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed? *TWICE EACH WEEK* ☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars? ☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? *DEFECTIVE EQUIPMENT IS REPORTED IN WRITING, ON A VEHICLE DEFECT REPORT (LOCATED ON SIGN-OUT BOARD)*

(1) Who is authorized to declare a vehicle unsafe for patrol? *ANY EMPLOYEE HAVING KNOWLEDGE OF AN UNSAFE CONDITION - WILL BE VERIFIED BY AUTO TECH*

(a) Who determines when a vehicle is safe after repair or checking of defects? *AUTO. TECH.*

(b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No

(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? *THREE YEARS*

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

4. MILEAGE MANAGEMENT

EVALUATED	ACTION REQUIRED	CORRECTED
<i>2/21/08 DMP</i>	<i>NONE</i>	<i>N/A</i>

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received? ☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this? *N/A* ☐ Yes ☐ No

b. How are adjustments to mileage accomplished? *VEHICLES ARE PLACED ON THE SIGN-OUT BOARD IN A POSITION TO FACILITATE PROPER MILEAGE.*

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No

(2) Does the AT understand what is required? ☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program? *OFFERED, BUT OFFICERS REJECTED PROGRAM* ☐ Yes ☒ No

(a) If so, how does it effect mileage averaging? *N/A*

c. How does the Area project run outs? *AUTO. TECH. MONITORS VEHICLE MILEAGE FROM AUTOMATED FUEL LOGS AND PROJECTS RUN-OUT DATES FROM THESE FIGURES.*

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No

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(2) What has been the condition of vehicles returned to FOS? *EXCELLENT - WE HAVE BEEN COMPLIMENTED BY FOS ON THE CONDITION OF OUR VEHICLES*

(3) Are the right equipment options completed? ☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED *2/21/08*

ACTION REQUIRED

NONE

CORRECTED

N/A

a. Is there adequate space and comfort in the AT office? ☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current? ☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual? ☒ Yes ☐ No

b. Is the space for working on vehicles adequate? ☒ Yes ☐ No

(1) Is it clean and organized? ☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6? ☒ Yes ☐ No

(1) Is there an inventory? *WORD DOCUMENT* ☒ Yes ☐ No

(a) When was it last checked? *2/21/08* ☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles? ☒ Yes ☐ No

(a) Are they clean and properly maintained? ☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present? ☒ Yes ☐ No

(c) Who has access to the tools? *ALL UNIFORMED EMPLOYEES* ☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks? ☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered? *N/A* ☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair? ☒ Yes ☐ No

(1) Have replacements been planned and budgeted for? ☒ Yes ☐ No

f. Are there additional tools or items of equipment needed? ☐ Yes ☒ No

(1) Could the AT be more effective if they were available? *N/A* ☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested? *N/A* ☐ Yes ☐ No

6. TIRES, PARTS AND SUPPLIES

EVALUATED *2/22/08*

ACTION REQUIRED

NONE

CORRECTED

N/A

a. Is the space provided for parts and supplies adequate? ☒ Yes ☐ No

(1) If not, can more space be provided? *N/A* ☐ Yes ☐ No

(2) Is the space neatly and logically organized? ☒ Yes ☐ No

(3) Is there adequate security? ☒ Yes ☐ No

(4) Who has access to the parts/supplies? *ONLY THE AUTO. TECH. - PARTS AND SUPPLIES ARE SECURED INSIDE AUTO. TECH'S OFFICE.*

(5) Are batteries stored in a dry location, off the cement floor? ☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required? ☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked?

☒ Yes ☐ No

(1) Are there obsolete parts on hand?

☐ Yes ☒ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?

☐ Yes ☒ No

e. Are adequate records maintained for tires, and are all tires accounted for?

☒ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?

☒ Yes ☐ No

(2) Are proper guidelines in place for record keeping?

☒ Yes ☐ No

(a) Are records reviewed by management?

☒ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse?

☒ Yes ☐ No(a) How are tires stored? *IN A SECURE STORAGE BAY - ONLY THE**AUTO TECH AND AREA EVIDENCE OFFICER HAS ACCESS TO TIRES*

(4) Is access to the tires restricted to the AT and his/her assistant or backup?

☒ Yes ☐ No(5) Does Area provide motorcycle vendors with a stock of tires? *N/A*☐ Yes ☐ No

(6) Does it appear tires are being replaced prematurely?

☐ Yes ☒ No

(7) Are adequate records maintained for used tires?

☒ Yes ☐ No

(a) Is the disposition of used tires within policy?

☒ Yes ☐ Nof. How are old tires/batteries disposed of? *THROUGH THE DEPARTMENT'S DISPOSAL CONTRACTOR - DISPOSAL AS NEEDED.*

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?

☐ Yes ☒ No

(2) Are either tires or batteries being traded to offset installation costs?

☐ Yes ☒ No

(3) Are the provisions of any tire or battery disposal contract being met?

☒ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required?

☒ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked?

☒ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted?

☒ Yes ☐ No

(1) Who conducted the count?

LT. DOUG PUOER (12/02/07)

7. FUEL DISPENSING FACILITY

EVALUATED

2/22/08
DMP

ACTION REQUIRED

NONE

CORRECTED

N/A

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?

☒ Yes ☐ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies?

*ALL STATE**VEHICLES HAVE A VOYAGER STATE FLEET CARD FOR FUEL PURCHASE*

(a) Is self-service or full-service used?

SELF-SERVICE

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(2) Is there a written policy, and is it complied with?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?	OFFICERS AND SERGEANTS WHO USE VEHICLES	
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?	THE AUTO. TECH.	
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?	FUEL IS LOGGED ON AN AUTOMATED DISPENSING LOG - OIL IS TRACKED VIA 33 FORMS	
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	FUEL CANNOT BE PUMPED WITHOUT USING THE AUTOMATED FUEL LOG - NO DISCREPANCY	
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?	IN 2004 KINGS COUNTY PUT A STICKER ON OUR PUMPS WHICH INDICATED THE ACCURACY OF THE PUMPS IN THE RESPONSIBILITY OF THE OWNER	
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?	APPROX. ONCE EVERY THREE MONTHS	
(2) At what level is it refilled?	21" OR APPROX. 1900 GALLONS	
i. How does the Area secure the fuel pumps when they are not in use?	AUTOMATED FUEL LOGGING SYS.	
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

IT CAN'T BE USED BY UNAUTHORIZED PERSONNEL AND MUST BE USED BY ALL PERSONNEL

Destroy Previous Editions

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

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8. SAFETY

EVALUATED

2/22/08

ACTION REQUIRED

NONE

CORRECTED

N/A

a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?

☒ Yes

☐ No

(1) Are the AT's work areas inspected?

☒ Yes

☐ No

b. Are there possible unsafe conditions within the AT's work areas?

☐ Yes

☒ No

(1) Is the shop floor clean and free of any spills?

☒ Yes

☐ No

(2) Are electrical cords or hoses posing a hazard?

☐ Yes

☒ No

(3) Are fire extinguishers charged, inspected and of the proper type?

☒ Yes

☐ No

(4) Are any batteries leaking or stored improperly?

☐ Yes

☒ No

(5) Are there loose items on the floor?

☐ Yes

☒ No

(6) Is the bench grinder firmly affixed, and are there safety glasses available?

☒ Yes

☐ No

(a) Are they worn by the AT?

☒ Yes

☐ No

(7) Is the battery charger in a safe place?

☒ Yes

☐ No

(8) Are masks available for AT's to wear when servicing brakes?

☒ Yes

☐ No

(a) If yes, are they worn?

AUTO. TECH. HAS BEEN ADVISED THAT HE SHOULD WEAR A MASK

☐ Yes

☒ No

(9) Are jack stands properly utilized?

☒ Yes

☐ No

c. What is the Area occupational safety record as it relates to fleet management?

NO PREVENTABLE INJURIES

AUTO. TECH. DID HAVE A PREVENTABLE T/C APPROX. 3 YEARS AGO

(1) Have any injuries been prevented with an improved safety awareness program?

N/A

☐ Yes

☐ No

9. VEHICLE RECORDS AND MAINTENANCE

EVALUATED

2/22/08

ACTION REQUIRED

NONE

CORRECTED

N/A

a. Are fleet records logically filed?

☒ Yes

☐ No

(1) Are they conveniently located and available to the AT and supervisor?

☒ Yes

☐ No

(2) Do files contain all required documents?

☒ Yes

☐ No

(a) If documents are not in files, where are they located?

b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?

☒ Yes

☐ No

(1) Are documents legible and complete?

☒ Yes

☐ No

(2) Who reviews the FF reports?

AUTO. TECH.

(3) How is the information used in Area's fleet administration?

DISCREPANCIES ARE BROUGHT TO THE ATTENTION OF THE AREA COMMANDER

c. Is the CHP 424 current?

☒ Yes

☐ No

(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?

☐ Yes

☒ No

AREA MANAGEMENT EVALUATION

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?	THE AREA AUTO. TECH. RECEIVES APPROVAL FROM A FLEET OPERATIONS SECTION INSPECTOR PRIOR TO STARTING ANY MAJOR REPAIR			
e. Do invoices indicate parts are being supplied by the CHP?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
10. CONDITION OF THE FLEET	EVALUATED 2/27/08 DMP	ACTION REQUIRED NONE	CORRECTED N/A	
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
11. MOTORCYCLES	N/A	EVALUATED	ACTION REQUIRED	CORRECTED
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
(1) What system is in place to verify understanding and compliance?				
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
d. What type of active safety program does the Area have?				

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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(1) Is there a Defensive Rider Program?

☐ Yes☐ No

(2) Is there a sufficient number of CMTOs?

☐ Yes☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training?

☐ Yes☐ No

(a) Are mandatory exercises being conducted?

☐ Yes☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented?

☐ Yes☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory?

☐ Yes☐ No

(2) Is the repair person proficient?

☐ Yes☐ No

(3) Is service available on weekends?

☐ Yes☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service?

☐ Yes☐ No

(5) Are any motorcycles being operated with radios in a defective condition?

☐ Yes☐ No

(6) Are any repairs being done by riders?

☐ Yes☐ No

(7) Does the Area swap radios with idle units to reduce down time?

☐ Yes☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section?

☐ Yes☐ No

g. Is there adequate space to park and/or store motorcycles?

☐ Yes☐ No

(1) Is safety compromised?

☐ Yes☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited?

☐ Yes☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings?

☐ Yes☐ No

(4) Are parked motorcycles susceptible to theft or vandalism?

☐ Yes☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area?

☐ Yes☐ No

(a) Has it been inspected and approved?

☐ Yes☐ No

(b) Are records of the approval on file?

☐ Yes☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?

☐ Yes☐ No

(1) Do equipment and accessory times comply with departmental regulations?

☐ Yes☐ No

(2) Is there ample supply available?

☐ Yes☐ No

(3) Are spare tires available?

☐ Yes☐ No

(4) Is a battery charger available?

☐ Yes☐ No

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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(5) Is there security and an accurate inventory kept?

☐ Yes☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes☐ No

(a) Is a supervisor's permission required?

☐ Yes☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes☐ No

(3) Is service up-to-date?

☐ Yes☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes☐ No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA Oakhurst	DIVISION Central	NUMBER 456 <i>Chapter 6</i>
EVALUATED BY Sgt. J. R. Daugherty, ID 13663		DATE 02/25/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE 04/01/2008
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW <i>Sandra Adams</i>
		DATE 2/27/08

1. AREA ADMINISTRATION

EVALUATED Yes	ACTION REQUIRED No	CORRECTED
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a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? The Area Commander, or designated "Acting Commander".

b. What is the background experience of the Automotive Technician (AT)? Previous state employment with Cal Trans as a certified Heavy Equipment Mechanic (HEM).

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☒ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

c. How much maintenance work is being done by the AT? The AT is completing required 5,000 mile maintenance intervals on all 10 vehicles within the Area's fleet. The AT is also tasked with keeping the fleet prepared for two drastically opposing seasons.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? The AT is not currently assigned any incidental duties which do not involve the Area's fleet, fuel supply, or parts inventory.

2. VEHICLE USE

EVALUATED Yes	ACTION REQUIRED No	CORRECTED
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a. How many "E" Class vehicles are assigned to the Area? 8

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(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? The existing fleet is commensurate with current staffing levels.

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? Current justifications are for the Area Commander, and for 3 sergeants, who share "on-call" duties throughout the month.

d. Who does the commander allow to ride in vehicles? Non-sworn employees and individuals on pre-approved ride-alongs.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

3. SERVICE ARRANGEMENTS

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Sierra Oak Auto Body, Sierra Automotive, Pistoressi Dodge, Lithia Ford, Lithia Dodge, and Big-O Tires.

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Warranty work, quality of work, location (proximity to the Command), price, and timeliness in completing required or requested repairs.

(3) What are the hourly rates being charged? Rates vary from \$58.00 to \$90.00 per hour, depending on work performed.

(a) Are discounts given on parts? ☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? Approximately 65 to 75 percent of the fleet.

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? It is incumbent on officers to clean the interior of their currently assigned vehicle.

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(2) Is the Area's vehicle washing procedure practical and economical?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is excessive officer time used to wash vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Is there more than one car wash facility available?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are vehicles being excessively washed or detailed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Does the Area have a maintenance worker or janitor wash cars?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Is there any other program that can be of assistance in washing cars?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. How do officers report defective equipment? Officers report defective vehicles on a defective vehicle report sheet, which is reviewed by the AT every morning at the start of shift.		
(1) Who is authorized to declare a vehicle unsafe for patrol?	The officer reporting the problem, Area supervisors, or the AT.	
(a) Who determines when a vehicle is safe after repair or checking of defects?	The AT makes this determination.	
(b) Does he/she sign off the report form and indicate what has been done?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is this system effective?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) How long are records kept?	For the life of each patrol vehicle, plus one year after return to FOS.	
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4. MILEAGE MANAGEMENT	EVALUATED Yes	ACTION REQUIRED No
a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are vehicles run out in the same order they are received?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If not, can adjustments be made to accomplish this?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. How are adjustments to mileage accomplished?	A mileage report is generated by the AT at the beginning of each month. This report is used by the fleet supervisor to determine the next month's car assignments to balance mileage.	
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT understand what is required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the Area have a "personalized vehicle assignment" program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, how does it effect mileage averaging?	By using the personalized vehicle assignment program, the Area can ensure each vehicle receives equal time being operated on patrol. The Area currently assigns 2 employees to each vehicle. This ensures double shift use, while assisting in keeping vehicles from additional or unnecessary overuse.	
c. How does the Area project run outs? The AT will notify FOS by email and telephone when a patrol vehicle reaches 95,000 miles. The AT will then carefully balance the remaining 5,000 miles to ensure the run out is at 100,000 miles when a replacement vehicle has been supplied.		
(1) Is FOS provided 30-45 days advance notice?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(2) What has been the condition of vehicles returned to FOS? In satisfactory working condition, and capable of being used for longer service life, if necessary.

(3) Are the right equipment options completed? ☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED

Yes

ACTION REQUIRED

Yes

CORRECTED

a. Is there adequate space and comfort in the AT office? ☐ Yes ☒ No

(1) Is the office arranged neatly, and are all bulletins and manuals current? ☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual? ☒ Yes ☐ No

b. Is the space for working on vehicles adequate? ☐ Yes ☒ No

(1) Is it clean and organized? ☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6? ☐ Yes ☒ No

(1) Is there an inventory? ☒ Yes ☐ No

(a) When was it last checked? ☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles? ☒ Yes ☐ No

(a) Are they clean and properly maintained? ☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present? ☒ Yes ☐ No

(c) Who has access to the tools? ☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks? ☐ Yes ☒ No

(1) If not, has it been budgeted for and/or ordered? ☐ Yes ☒ No

e. Is the equipment neat, clean and in good repair? ☒ Yes ☐ No

(1) Have replacements been planned and budgeted for? ☐ Yes ☒ No

f. Are there additional tools or items of equipment needed? ☒ Yes ☐ No

(1) Could the AT be more effective if they were available? ☒ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested? ☐ Yes ☒ No

6. TIRES, PARTS AND SUPPLIES

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Is the space provided for parts and supplies adequate? ☐ Yes ☒ No

(1) If not, can more space be provided? ☐ Yes ☒ No

(2) Is the space neatly and logically organized? ☒ Yes ☐ No

(3) Is there adequate security? ☒ Yes ☐ No

(4) Who has access to the parts/supplies? The AT, along with all personnel assigned to the Area.

(5) Are batteries stored in a dry location, off the cement floor? ☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required? ☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked? ☒ Yes ☐ No

(1) Are there obsolete parts on hand? ☐ Yes ☒ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? ☒ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for? ☒ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? ☒ Yes ☐ No

(2) Are proper guidelines in place for record keeping? ☒ Yes ☐ No

(a) Are records reviewed by management? ☒ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse? ☒ Yes ☐ No

(a) How are tires stored? In a locked storage container separate from the shop area.

(4) Is access to the tires restricted to the AT and his/her assistant or backup? ☐ Yes ☒ No

(5) Does Area provide motorcycle vendors with a stock of tires? ☐ Yes ☒ No

(6) Does it appear tires are being replaced prematurely? ☐ Yes ☒ No

(7) Are adequate records maintained for used tires? ☒ Yes ☐ No

(a) Is the disposition of used tires within policy? ☒ Yes ☐ No

f. How are old tires/batteries disposed of? Tires and batteries are picked up by contracted qualified vendors.

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? ☒ Yes ☐ No

(2) Are either tires or batteries being traded to offset installation costs? ☐ Yes ☒ No

(3) Are the provisions of any tire or battery disposal contract being met? ☒ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required? ☒ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked? ☒ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted? ☒ Yes ☐ No

(1) Who conducted the count? The AT and the fleet supervisor.

7. FUEL DISPENSING FACILITY

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location? ☒ Yes ☐ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies? The state issued Voyager card is used in times of need or during emergencies.

(a) Is self-service or full-service used? Self-service.

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?	All uniformed employees, along with the AT.	
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?	The Area Commander and the AT.	
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?	CHP 33 form and the Area Gas Log.	
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	The current gas log, along with the AT's direct oversight has eliminated most instances of fuel discrepancies.	
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?	May 24, 2007	
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?	Monthly, or as requested.	
(2) At what level is it refilled?	The tank is refilled when no less than 25% of capacity is remaining.	
i. How does the Area secure the fuel pumps when they are not in use?	The fuel pumps are constantly secured by pad lock.	
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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8. SAFETY

	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?	Since the Area's inception in 2003, it has experienced no injuries with respect to fleet management. Occupational safety goals remain a top priority in all aspects of Area operations.		
(1) Have any injuries been prevented with an improved safety awareness program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

9. VEHICLE RECORDS AND MAINTENANCE

	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	
a. Are fleet records logically filed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?	N/A		
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?	The Area Commander and the fleet supervisor.		
(3) How is the information used in Area's fleet administration?	The information is used to track vehicle history with respect to mileage and recurring or problematic issues. The FF reports also dictate major service intervals or scheduled inspections.		
c. Is the CHP 424 current?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are they being resolved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?	The threshold limit for credit card purchases is \$999.00. The threshold on invoices is \$500.00 or greater, which must be approved prior to repairs being initiated.	
Approvals on invoices are indicated by a stamp which records the date, the approving signature, coding, and "X" number.		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10. CONDITION OF THE FLEET	EVALUATED Yes	ACTION REQUIRED No
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
11. MOTORCYCLES	EVALUATED N/A	ACTION REQUIRED N/A
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		

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(1) Is there a Defensive Rider Program?

☐ Yes ☐ No

(2) Is there a sufficient number of CMTOs?

☐ Yes ☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training?

☐ Yes ☐ No

(a) Are mandatory exercises being conducted?

☐ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented?

☐ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory?

☐ Yes ☐ No

(2) Is the repair person proficient?

☐ Yes ☐ No

(3) Is service available on weekends?

☐ Yes ☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service?

☐ Yes ☐ No

(5) Are any motorcycles being operated with radios in a defective condition?

☐ Yes ☐ No

(6) Are any repairs being done by riders?

☐ Yes ☐ No

(7) Does the Area swap radios with idle units to reduce down time?

☐ Yes ☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section?

☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles?

☐ Yes ☐ No

(1) Is safety compromised?

☐ Yes ☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited?

☐ Yes ☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings?

☐ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism?

☐ Yes ☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area?

☐ Yes ☐ No

(a) Has it been inspected and approved?

☐ Yes ☐ No

(b) Are records of the approval on file?

☐ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?

☐ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations?

☐ Yes ☐ No

(2) Is there ample supply available?

☐ Yes ☐ No

(3) Are spare tires available?

☐ Yes ☐ No

(4) Is a battery charger available?

☐ Yes ☐ No

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(5) Is there security and an accurate inventory kept?

☐ Yes

☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes

☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes

☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes

☐ No

(a) Is a supervisor's permission required?

☐ Yes

☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes

☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes

☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes

☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes

☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes

☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes

☐ No

(3) Is service up-to-date?

☐ Yes

☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes

☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes

☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes

☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes

☐ No

Refer to attached CHP 454 for details pertaining to this chapter inspection.

AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SUBJECT: Chapter 6 Inspection - Fleet Management

DATE: 02/25/2008

SECTIONS	COMMENTS
Area Administration 1(b)(7)	<p>The AT had several recommendations on how to improve the current fleet and its administration.</p> <p>Recommendations largely surrounded the current facility and its lack of ability to accomodate the fleet and a bay for working on vehicles. While the AT made several recommendations, he also expressed understanding that most, if not all, changes will be shelved as a new facility is currently being designed.</p>
Service Arrangements 3(a)(5)	<p>The Area believes in working out problems with local vendors rather than searching for replacement vendors. Most of this can be attributed to the Area's close ties with many aspects of the local communities and economy.</p>
Service Arrangements 3(c)(1)(2)(6)	<p>The current car wash facility is located in Oakhurst. It is part of a service station and features a drive through facility. While this serves to remove large forms of debris, it is far from desireable when attempting to clean the vehicles of all forms of road grime, dirt, and grit. Furthermore, the facility's drying system is nothing more than forced air which does not remove water effectively from the patrol vehicles. As a result, water spots and stains are a common sight on black and white vehicles. Unfortunately, this is currently the only facility in eastern Madera County which is available to clean the Area's fleet. The most ideal system to clean the Area's fleet would be to contract with a vendor for cleaning vehicles at the Area office on a designated day of the week. A side benefit of a contract service would be the consistency in having the vehicle's interiors cleaned, in addition to the exteriors. Currently the only form of interior cleaning occurs when officers assigned to the vehicle take it upon themselves to do so.</p>
Automotive Work Area /Equipment	<p>Tool inventory conducted on 02/24/2008. Only the AT has access to tools dedicated to the fleet.</p>
Sections a, b, c, d, f	<p>Due to the current facility, the AT does not have an office to work out of. The AT currently performs vehicle maintenance and repair in an unused bay at the adjacent Cal Trans facility. Many of the tools the AT uses on a daily basis are provided by or borrowed from Cal Trans. The space for working on vehicles is not adequate and the work space is incapable of being kept free of hazards and unnecessary items. While the AT does his best to keep the area free of clutter an unnecessary items, he does not have much choice in his working environment as it is within Cal Trans' facility.</p> <p>The AT is currently in need of the following required items per HPG 22.1, Chapter 6, page 6-5:</p> <p>Air compressor, 17" tire mounting machine, wheel balancer, air hoses, battery charger, and parts cleaning tank. These aforementioned tools are currently being used while on loan from Cal Trans.</p> <p>As of this date, these items have not been procured by the Area.</p>

AREA MANAGEMENT EVALUATION SUPPLEMENT

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SUBJECT:

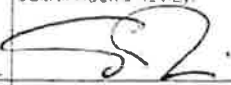
DATE:

SECTIONS	COMMENTS
Tires, Parts, and Supplies 6(a)(1)	While more space would be beneficial for storage and operations, it is simply not possible at this time. The opening of the new facility in 2011 will eliminate the problem of available space and storage entirely.
Fuel Dispensing Facility 7(b)(5)	A clean oil storage rack is not available. Since the fuel island is shared by two separate entities, it is recommended that a locking rack or locker of some sort be added to the fuel island where necessary supplies (oil, paper towels, CHP 33 forms, hand cleaner, miscellaneous trunk supplies) can be secured for CHP use.
Fuel Dispensing Facility 7(b)(8)	The continually faulty fuel dispensing pump has been reported to facilities section due to issues with constant repair and reliability issues.
Safety 8(b)(5)	Loose items belonging to Cal Trans are on the floor within the AT's designated work area.
Safety 8(b)(7)	The AT does not have a battery charger.
Motorcycles 11	This section is not applicable.
Additional Recommendations	It is recommended the Area immediately resume the use of the CHP 33E at the beginning of each month when vehicle assignments are made. It is further recommended that these inspections be conducted by Area supervisors who will ensure proper maintenance of the fleet. By doing this, the condition of the fleet can be closely monitored to determine the lack of care, detect signs of vehicle neglect, or issues related to over or under mileage.
	It is also recommended that the Fleet Supervisor conduct an inspection of each vehicle and it's corresponding records at 5,000 mile service increments. By conducting an inspection at that time, the Fleet Supervisor will have a strong working knowledge of each vehicle within the fleet, along the problems identified or associated with such. A side benefit of this will be constant oversight of records keeping and CHP 424 forms which correspond with Fleet Focus (FF).
	The AT is in need of required tools. It is recommended these items be budgeted for and acquired at the next available opportunity.

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FLEET MANAGEMENT
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AREA Merced	DIVISION Central	NUMBER 460
EVALUATED BY Sergeant G. Sabin, #7742		DATE 10/02/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW 
			DATE 10/12/08

1. AREA ADMINISTRATION

EVALUATED Yes	ACTION REQUIRED No	CORRECTED
------------------	-----------------------	-----------

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? Captain Badilla, Lt. Troxell and Sgt. Lamerson

b. What is the background experience of the Automotive Technician (AT)? Eighteen years as an Automotive Technician, Master Dodge technician, four years at Ford dealership.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☒ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

c. How much maintenance work is being done by the AT? All but warranty work or factory recalls

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? Ordering parts and supplies, entering data into Fleet Focus, obtain estimates.

2. VEHICLE USE

EVALUATED Yes	ACTION REQUIRED No	CORRECTED
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a. How many "E" Class vehicles are assigned to the Area? 23

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(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? Area Commanders vehicle only.

d. Who does the commander allow to ride in vehicles? Prospective cadet candidates.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

3. SERVICE ARRANGEMENTS

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Ford, GM, Dodge, Jack's-R-Better and Banks Safety Service.

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? The use of factory parts, cost and repair history.

(3) What are the hourly rates being charged? McCauley - \$91.00/Jack's - \$88.00/GM - \$95.00.

(a) Are discounts given on parts? ☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? Same as week days.

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? N/A ☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? Contract vendor (De-Finest Detail) cleans interior and exterior twice a week.

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(2) Is the Area's vehicle washing procedure practical and economical?

☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes ☒ No

(3) Is there more than one car wash facility available?

☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars?

☐ Yes ☒ No

d. How do officers report defective equipment? Vehicle defect sheet located at key board.

(1) Who is authorized to declare a vehicle unsafe for patrol? Supervisors, OIC's and Automotive Technician

(a) Who determines when a vehicle is safe after repair or checking of defects? Automotive Technician

(b) Does he/she sign off the report form and indicate what has been done?

☒ Yes ☐ No

(c) Is this system effective?

☒ Yes ☐ No

(d) How long are records kept? Life of the vehicle folder.

(e) Is there a system in place to check vehicles for defects after high speed pursuits?

☒ Yes ☐ No**4. MILEAGE MANAGEMENT**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received?

☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this? N/A

☐ Yes ☐ No

b. How are adjustments to mileage accomplished? Effective priority vehicle adjustments.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☒ Yes ☐ No

(2) Does the AT understand what is required?

☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☐ Yes ☒ No

(a) If so, how does it effect mileage averaging? N/A

c. How does the Area project run outs? Mileage averaging.

(1) Is FOS provided 30-45 days advance notice?

☒ Yes ☐ No

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(2) What has been the condition of vehicles returned to FOS? Good operating condition.

(3) Are the right equipment options completed?

☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked? 03/08

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools? SUPERVISORS & MANAGERS.

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered? N/A

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☒ Yes ☐ No

(1) Could the AT be more effective if they were available?

☒ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☒ Yes ☐ No

6. TIRES, PARTS AND SUPPLIES

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided? N/A

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? Authorized employees.

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored?	On tire racks in the service bay and storage room.	
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of?	Per policy/State contract.	
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count?	Automotive Technician and a supervisor double checks.	

7. FUEL DISPENSING FACILITY

EVALUATED	ACTION REQUIRED	CORRECTED
Yes	No	

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies?	Vehicle credit card (emergency only)	
(a) Is self-service or full-service used?	Self-service	

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section? <i>n/a</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? <i>Drivers</i>		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? <i>Automotive Technician and management.</i>		
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? <i>Gas Boy System, daily fuel logs and CHP 33.</i>		
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? <i>Gas Boy</i>		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? <i>02/28/2008</i>		
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished? <i>Scheduled deliveries</i>		
(2) At what level is it refilled? <i>When level drops to 2000 gallons.</i>		
i. How does the Area secure the fuel pumps when they are not in use?		
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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8. SAFETY	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			Excellent - No injuries.
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports? Supervisor			
(3) How is the information used in Area's fleet administration?			Fleet Focus Used.
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved? <i>N/A</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? <i>Approval stamp.</i>		

e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

10. CONDITION OF THE FLEET	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

11. MOTORCYCLES	EVALUATED N/A	ACTION REQUIRED N/A	CORRECTED
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?			<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?			<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?			
(2) Are Bulletins discussed with riders?			<input type="checkbox"/> Yes <input type="checkbox"/> No
d. What type of active safety program does the Area have?			

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(1) Is there a Defensive Rider Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) What is the Area's safety record?	
(a) How does it compare with Division and statewide rates?	
(4) Does the Area conduct quarterly motorcycle training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop?	
(1) Are the arrangements satisfactory?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is the repair person proficient?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Has it been inspected and approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are records of the approval on file?	<input type="checkbox"/> Yes <input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is there ample supply available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Is a battery charger available?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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(5) Is there security and an accurate inventory kept?	<input type="checkbox"/> Yes <input type="checkbox"/> No
i. What arrangements have been made for servicing and repairing motorcycles?	
(1) Is it satisfactory and cost effective?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the maintenance program minimize officer and vehicle down time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) How is repair work verified?	
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is a supervisor's permission required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is there a SOP covering this aspect of motorcycle operation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) If not ridden, how are motorcycles transported to vendors for repairs?	
(6) Does the Area have a motorcycle trailer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) How often is it used?	
(b) If one is not available, has Area budgeted for one?	<input type="checkbox"/> Yes <input type="checkbox"/> No
j. Are vehicle files logically kept and up-to-date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the motorcycle supervisor review all motorcycle invoices?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is service up-to-date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are the forms filed for the life of the motorcycle?	<input type="checkbox"/> Yes <input type="checkbox"/> No
l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Memorandum

COPY

Date: October 20, 2008

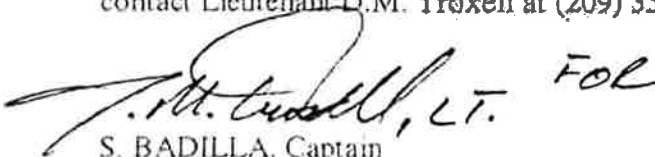
To: Central Division

From: DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Merced Area

File No.: 460.10533.13163

Subject: CHAPTER INSPECTIONS

In accordance with HPG 22.1, informal evaluations were completed for Chapter 10 (Personal Weapons Inspection) and Chapter 6 (Fleet Management Inspection). Attached are Merced Area's completed reports for the above mentioned reports. If you have any questions, please contact Lieutenant D.M. Troxell at (209) 356-2956.

 S. BADILLA, Lt. For

S. BADILLA, Captain
Commander
Merced Area

Memorandum

Date: October 10, 2008

COPY


To: Merced Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Merced Area

File No.: 460.7742

Subject: AREA MANAGEMENT EVALUATION: FLEET MANAGEMENT

In accordance with HPG 22.1, an informal evaluation of Chapter 6 (Fleet Management Inspection) was conducted during the month of October, 2008. At the conclusion of the inspection, there were no noted deficiencies.


G. L. SABIN, #7742
Sergeant

Attachments

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA Los Banos	DIVISION Central	NUMBER 461
EVALUATED BY Paul Speers, Sergeant		DATE 10/07/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE 12/31/2008
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Correction Report BY	COMMANDER'S REVIEW <i>W.B. NATION</i> <i>WBA</i>
		DATE 10/20/2008

1. AREA ADMINISTRATION

EVALUATED X	ACTION REQUIRED	CORRECTED
----------------	-----------------	-----------

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? Lieutenant Nation, Sergeants

b. What is the background experience of the Automotive Technician (AT)? Fifteen years service as an Automotive Technician

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☐ Yes ☒ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☒ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

c. How much maintenance work is being done by the AT? All except warranty work, some repairs, and factory recalls.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? The Auto Tech orders vehicle parts and supplies, enters data into Fleet Focus, obtains repair estimates, maintains fire extinguishers, and fuel supplies.

2. VEHICLE USE

EVALUATED X	ACTION REQUIRED	CORRECTED
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a. How many "E" Class vehicles are assigned to the Area? 18

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(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? The Area Commander and a member of the narcotics task force are authorized to take their vehicles home.

d. Who does the commander allow to ride in vehicles? State employees and prospective cadets.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

3. SERVICE ARRANGEMENTS

EVALUATED

x

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Santos Ford and A&A Automotive.

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Warranty issues, timely repairs, use of factory parts.

(3) What are the hourly rates being charged? \$85.00

(a) Are discounts given on parts? ☐ Yes ☒ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? 30%

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☐ Yes ☒ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? Officers take vehicles to car wash that also cleans interior.

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(2) Is the Area's vehicle washing procedure practical and economical?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is excessive officer time used to wash vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Is there more than one car wash facility available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are vehicles being excessively washed or detailed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Does the Area have a maintenance worker or janitor wash cars?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Is there any other program that can be of assistance in washing cars?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. How do officers report defective equipment? Vehicle defect sheets are located next to the key board.		

(1) Who is authorized to declare a vehicle unsafe for patrol?	Supervisors, Officers, Automotive Technician	
(a) Who determines when a vehicle is safe after repair or checking of defects?	Automotive Technician	
(b) Does he/she sign off the report form and indicate what has been done?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is this system effective?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) How long are records kept?	5 years	
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

4. MILEAGE MANAGEMENT

	EVALUATED	ACTION REQUIRED	CORRECTED
	X		
a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are vehicles run out in the same order they are received?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) If not, can adjustments be made to accomplish this?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. How are adjustments to mileage accomplished?	Priority vehicle assignments.		
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Does the AT understand what is required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Does the Area have a "personalized vehicle assignment" program?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(a) If so, how does it effect mileage averaging?			
c. How does the Area project run outs?	Mileage averaging.		
(1) Is FOS provided 30-45 days advance notice?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

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(2) What has been the condition of vehicles returned to FOS? Good operating condition.

(3) Are the right equipment options completed?

☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☒ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☒ No

6. TIRES, PARTS AND SUPPLIES

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? Automotive Technician, Sergeants

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored?	On storage racks in the service bay.	
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of?	Used tire sales, batteries returned to vendors.	
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Who conducted the count?	A quarterly count of parts will be conducted 12/08.	

	EVALUATED	ACTION REQUIRED	CORRECTED
7. FUEL DISPENSING FACILITY	X	X	
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies?			State issued fuel (credit) card
in each vehicle.			
(a) Is self-service or full-service used?			Self

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? Drivers		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? Supervisors and Automotive Technician		
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? Log sheet located next to pumps		
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? It has not been an issue		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? August 2008		
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished? Every other month		
(2) At what level is it refilled? At 2000 gallons		
i. How does the Area secure the fuel pumps when they are not in use? In locked compound		
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

	EVALUATED	ACTION REQUIRED	CORRECTED
8. SAFETY	X		
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?		Excellent, no injuries	
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	X		
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?		Automotive Technician's desk waiting to be filed.	
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?		Sergeant Speers	
(3) How is the information used in Area's fleet administration?		Mileage accumulation	
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?	Approval stamp by Commander	
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10. CONDITION OF THE FLEET	EVALUATED X	ACTION REQUIRED CORRECTED
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
11. MOTORCYCLES	EVALUATED N/A	ACTION REQUIRED CORRECTED
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there a Defensive Rider Program?

☐ Yes☐ No

(2) Is there a sufficient number of CMTOs?

☐ Yes☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training?

☐ Yes☐ No

(a) Are mandatory exercises being conducted?

☐ Yes☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented?

☐ Yes☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory?

☐ Yes☐ No

(2) Is the repair person proficient?

☐ Yes☐ No

(3) Is service available on weekends?

☐ Yes☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service?

☐ Yes☐ No

(5) Are any motorcycles being operated with radios in a defective condition?

☐ Yes☐ No

(6) Are any repairs being done by riders?

☐ Yes☐ No

(7) Does the Area swap radios with idle units to reduce down time?

☐ Yes☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section?

☐ Yes☐ No

g. Is there adequate space to park and/or store motorcycles?

☐ Yes☐ No

(1) Is safety compromised?

☐ Yes☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited?

☐ Yes☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings?

☐ Yes☐ No

(4) Are parked motorcycles susceptible to theft or vandalism?

☐ Yes☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area?

☐ Yes☐ No

(a) Has it been inspected and approved?

☐ Yes☐ No

(b) Are records of the approval on file?

☐ Yes☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?

☐ Yes☐ No

(1) Do equipment and accessory times comply with departmental regulations?

☐ Yes☐ No

(2) Is there ample supply available?

☐ Yes☐ No

(3) Are spare tires available?

☐ Yes☐ No

(4) Is a battery charger available?

☐ Yes☐ No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?

☐ Yes

☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes

☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes

☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes

☐ No

(a) Is a supervisor's permission required?

☐ Yes

☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes

☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes

☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes

☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes

☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes

☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes

☐ No

(3) Is service up-to-date?

☐ Yes

☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes

☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes

☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes

☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes

☐ No

Section 5.c.(1)(a) Chain of command 8/07

Section 5.c.(2)(c) Supervisors/Automotive Technician

Department of California Highway Patrol
AREA MANAGEMENT EVALUATION
 Chapter 6
 FLEET MANAGEMENT

Area
 Chowchilla
 River I.F

Division
 Central

Number

Evaluated By Sgt. Wymore #12253

Date
 11/03/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation

☐ Formal ☒ Informal

Suspense Date

Follow-up Required

☐ Yes ☒ No

☐ Correction Report
 by _____

C. J. D. N. J. L. T.

Commander's Review

Date 11/28/08

1. AREA ADMINISTRATION

Evaluated

☒

Action Required

☐

Corrected

☐

a. Is there a clear line of supervision and accountability for Area fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? Commander and Sergeants

b. What is the background experience of the Automotive Technician (AT)?

(1) Are sufficient instructions and training provided? ☐ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☐ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☐ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☐ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☐ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☐ No

c. How much maintenance work is being done by the AT?

(1) Is he/she qualified to perform minor maintenance and repairs? ☐ Yes ☐ No

(a) If these duties are not being performed, why not?

AREA MANAGEMENT EVALUATION

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FLEET MANAGEMENT

d. What other duties or responsibilities are placed on the AT?

e. Are vehicle inspections being done by a supervisor as required following every 5,000 mile service? ☐ Yes ☐ No

(1) Is the CHP 33E being used, and are the records kept current? ☐ Yes ☐ No

2. VEHICLE USE

Evaluated



Action Required



Corrected



a. How many "E" Class vehicles are assigned to the Area? None

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☐ Yes ☐ No

(1) Officers allowed to perform minor corrections to keep the vehicles on the road? ☐ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☐ Yes ☐ No

c. How are vehicles broken in?

d. What is the justification for any vehicles kept at employees homes after duty hours? Commanders take home car.

e. Who does the commander allow to ride in vehicles? Uniformed and non-uniformed CHP employees.

(1) Do supervisors use the CHP 428, waiver of liability, form? ☐ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☐ Yes ☐ No

3. SERVICE ARRANGEMENTS

Evaluated



Action Required



Corrected



a. What vendors are being used for servicing or repairing vehicles?

(1) Are they authorized dealers? ☐ Yes ☐ No

(2) What process was used in selecting a service vendor?

(3) What are the hourly rates being charged?

(a) Are discounts given on parts? ☐ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☐ Yes ☐ No

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(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?

(6) Does the AT use the Purchase Delegation according to policy? ☐ Yes ☐ No

b. If vehicle availability is a problem, has Area tried weekend maintenance? ☐ Yes ☐ No

(1) What percentage of the fleet is needed on weekends?

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☐ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☐ No

c. Are provisions adequate to ensure regular washing of vehicles? ☐ Yes ☐ No

(1) How are interiors cleaned?

(2) Is the Area's vehicle washing procedure practical and economical? ☐ Yes ☐ No

(a) Is excessive officer time used to wash vehicles? ☐ Yes ☐ No

(3) Is there more than one car wash facility available? ☐ Yes ☐ No

(4) Are vehicles being excessively washed or detailed? ☐ Yes ☐ No

(5) Does the Area have a Maintenance Worker or Janitor wash cars? ☐ Yes ☐ No

(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☐ No

d. How do officers report defective equipment? Repair logs.

(1) Who is authorized to declare a vehicle unsafe for patrol? Commander, Sergeants & OIC's

(a) Who determines if a vehicle is safe after repair or checking defects? Merced Area auto tech

(b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No

(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept?

(e) System in place to check vehicles for defects after high speed pursuits? ☐ Yes ☐ No

4. MILEAGE MANAGEMENT

Evaluated

☐

Action Required

☐

Corrected

☐

a. Does Area have a system to ensure equitable mileage accumulation? ☐ Yes ☐ No

(1) Are vehicles run out in the same order they are received? ☐ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☐ Yes ☐ No

(a) If not, can adjustments be made to accomplish this? ☐ Yes ☐ No

AREA MANAGEMENT EVALUATION
Chapter 6
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b. How are adjustments to mileage accomplished?

(1) Do supervisors/officers understand their responsibility in vehicle assignments? ☐ Yes ☐ No

(2) Does the AT understand what is required? ☐ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program? ☐ Yes ☐ No

(a) If so, how does it effect mileage averaging?

c. How does the Area project run-outs?

(1) Is MTS provided 30-45 days advance notice? ☐ Yes ☐ No

(2) What has been the condition of vehicles returned to MTS?

(3) Are the right equipment options completed? ☐ Yes ☐ No

**5. AUTOMOTIVE WORK
AREA/EQUIPMENT**

Evaluated
☐

Action Required
☐

Corrected
☐

a. Is there adequate space and comfort in the AT office? ☐ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current? ☐ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual? ☐ Yes ☐ No

b. Is the space for working on vehicles adequate? ☐ Yes ☐ No

(1) Is it clean and organized? ☐ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Annex J? ☐ Yes ☐ No

(1) Is there an inventory? ☐ Yes ☐ No

(a) When was it last checked?

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles? ☐ Yes ☐ No

(a) Are they clean and properly maintained? ☐ Yes ☐ No

(b) Is there security for the tools when the AT is not present? ☐ Yes ☐ No

(c) Who has access to the tools?

d. Does the AT have the equipment necessary to perform all required tasks? ☐ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered? ☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair? ☐ Yes ☐ No

(1) Have replacements been planned and budgeted for? ☐ Yes ☐ No

AREA MANAGEMENT EVALUATION
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f. Are there additional tools or items of equipment needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Could the AT be more effective if they were available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Can they and/or have they been requisitioned or requested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. TIRES, PARTS AND SUPPLIES	Evaluated <input type="checkbox"/>	Action Required <input type="checkbox"/> Corrected <input type="checkbox"/>
a. Is the space provided for parts and supplies adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If not, can more space be provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the space neatly and logically organized?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is there adequate security?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Who has access to the parts/supplies?		
(5) Are batteries stored in a dry location, off the cement floor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are inventory cards (CHP 238A) being maintained as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are reasonable numbers of parts/supplies stocked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Accounting Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored?		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is a periodic physical inventory of tires kept by the vendor taken to reconcile the inventory record?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of?		

AREA MANAGEMENT EVALUATION
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(1) Is the sale of property/equipment form (CHP 265) sent to prospective bidders?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Containers (other than original) for hazardous materials properly marked?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count?					
(2) Is the inventory card initialed and dated?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. FUEL DISPENSING FACILITY	Evaluated <input type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>		
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?					
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies?					
(a) Is self-service or full-service used?					
(2) Is there a written policy, and is it complied with?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fully charged fire extinguisher of the proper type available?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?					
(1) Are fluids and tires checked during fueling?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 18 months as required?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?				<input type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION
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(2) Who has access to the keys to lock the meters and the storage tank?

(3) Is gasoline measured before and after deliveries? ☐ Yes ☐ No

f. What method is used to log fuel and oil used in individual vehicles?

(1) Are records maintained as required? ☐ Yes ☐ No

(2) What is done to reconcile differences if more than 2-3 gallons daily?

g. Does the physical inventory (dipstick reading) reasonably balance with the metered inventory each month? ☐ Yes ☐ No

(1) When was the pump meter last checked for accuracy?

h. Is there a contract for fuel? ☐ Yes ☐ No

(1) How often is the fuel supply replenished?

(2) At what level is it refilled?

i. How does the Area secure the fuel pumps when they are not in use?

(1) Is the system adequate? ☐ Yes ☐ No

(2) Is it utilized by all personnel? ☐ Yes ☐ No

8. SAFETY

Evaluated
☐

Action Required
☐

Corrected
☐

a. Inspection of the facility twice each year to detect safety hazards? ☐ Yes ☐ No

(1) Are the ATs' work areas inspected? ☐ Yes ☐ No

b. Are there possible unsafe conditions within the ATs' work areas? ☐ Yes ☐ No

(1) Is the shop floor clean and free of any spills? ☐ Yes ☐ No

(2) Are electrical cords or hoses posing a hazard? ☐ Yes ☐ No

(3) Are fire extinguishers charged, inspected and of the proper type? ☐ Yes ☐ No

(4) Are any batteries leaking or stored improperly? ☐ Yes ☐ No

(5) Are there loose items on the floor? ☐ Yes ☐ No

(6) Is the bench grinder firmly affixed, and are there safety glasses available? ☐ Yes ☐ No

(a) Are they worn by the AT? ☐ Yes ☐ No

(7) Is the battery charger in a safe place? ☐ Yes ☐ No

(8) Are masks available for ATs to wear when servicing brakes? ☐ Yes ☐ No

(a) If so, are they worn? ☐ Yes ☐ No

(9) Are jack stands properly utilized? ☐ Yes ☐ No

AREA MANAGEMENT EVALUATION
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c. What is the Area occupational safety record as it relates to fleet management?

(1) Have any injuries been prevented with an improved safety awareness program? ☐ Yes ☐ No

**9. VEHICLE RECORDS AND
MAINTENANCE**

Evaluated
☐

Action Required
☐

Corrected
☐

a. Are fleet records logically filed? ☐ Yes ☐ No

(1) Are they conveniently located and available to the AT and supervisor? ☐ Yes ☐ No

(2) Do files contain all required documents? ☐ Yes ☐ No

(a) If documents are not in files, where are they located?

b. Do the FMIS documents comply with the instructions in HPG 31.1? ☐ Yes ☐ No

(1) Are documents legible, complete, and forwarded to the proper location timely? ☐ Yes ☐ No

(2) Who reviews the monthly FMIS report?

(3) How is the information used in Area's fleet administration?

c. Is the CHP 424 current? ☐ Yes ☐ No

(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services? ☐ Yes ☐ No

(2) Have required services been done at the proper mileage? ☐ Yes ☐ No

d. Area using the most effective/economical way of repairing/maintaining the fleet? ☐ Yes ☐ No

(1) Are hourly rates in line with prevailing rates? ☐ Yes ☐ No

(2) Does the AT refer to manuals for invoice cost information? ☐ Yes ☐ No

(3) Is work being done by vendors that should be done by the AT? ☐ Yes ☐ No

(4) Are there any warranty problems? ☐ Yes ☐ No

(a) If so, are they being resolved? ☐ Yes ☐ No

(5) Is the credit card being used in lieu of an invoice? ☐ Yes ☐ No

(6) Does the commander or his/her designee review and/or approve invoices? ☐ Yes ☐ No

(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?

e. Do invoices indicate parts are being supplied by the CHP? ☐ Yes ☐ No

(1) If parts are on invoices, does the vendor give a discount? ☐ Yes ☐ No

AREA MANAGEMENT EVALUATION
Chapter 6
FLEET MANAGEMENT

10. CONDITION OF THE FLEET	Evaluated <input type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. Using a CHP 33E as a guide, are there any patterns or problems identified?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?			<input type="checkbox"/> Yes <input type="checkbox"/> No
11. MOTORCYCLES	Evaluated <input type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the program objectives understood by the commander and supervisors?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?			<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Motor Transport Bulletins?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are motorcycles parked at Area office during vacations or extended days off?			<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Are Motor Transport Bulletins pertaining to motorcycles filed together?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?			
(2) Are Bulletins discussed with riders?			<input type="checkbox"/> Yes <input type="checkbox"/> No
d. What type of active safety program does the Area have?			
(1) Is there a Defensive Driver Program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) What is the Area's safety record?			
(a) How does it compare with Division and statewide rates?			
(4) Does the Area conduct quarterly motorcycle training?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are mandatory exercises being conducted?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are ride-alongs conducted on a regular basis and properly documented?			<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop?			
(1) Are the arrangements satisfactory?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is the repair person proficient?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is service available on weekends?			<input type="checkbox"/> Yes <input type="checkbox"/> No

AREA MANAGEMENT EVALUATION
Chapter 6
FLEET MANAGEMENT

(4) Are motorcycles down for unreasonable time because of poor service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secure area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do equipment and accessory items comply with departmental regulations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is a battery charger available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there security and an accurate inventory kept?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. What arrangements have been made for servicing and repairing motorcycles?		
(1) Is it satisfactory and cost effective?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the maintenance program minimize officer and vehicle downtime?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) How is repair work verified?		
(4) Motorcycle officers have restrictions on going to motorcycle shop for repairs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is a supervisor's permission required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is there a SOP covering this aspect of motorcycle operation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) If not ridden, how are motorcycles transported to vendors for repairs?		

AREA MANAGEMENT EVALUATION
Chapter 6
FLEET MANAGEMENT

(6) Is it practical to keep a spare motorcycle at the office?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How often is the spare needed?		
(b) Who is responsible for the condition, inspection and service?		
(7) Does the Area have a motorcycle trailer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How often is it used?		
(b) If one is not available, has Area budgeted for one?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are vehicle files logically kept and up-to-date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does a review of the CHP 33 reveal excessive maintenance charges?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the motorcycle supervisor review all motorcycle invoices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service up-to-date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
k. Are daily inspections being done by the rider, and monthly inspections by the supervisor, and the CHP 184 completed as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are the forms filed for the life of the motorcycle?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
l. Utilizing the CHP 184 and CHP 453F as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

COMMENTS The Merced Area sends three class E patrol vehicles to the Chowchilla River Inspection Facility on a monthly basis. All repairs, maintenance and records are done by the Merced Area. The Facility only has one car assigned, which is the Commanders vehicle. As with the class E patrol vehicles all repairs, maintenance and records are done by the Merced Area. The Facility is limited our responsibility and the marked boxes on the evaluation indicates the extent of our part in fleet management.

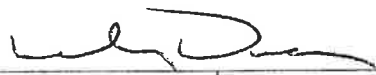
AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA Modesto	DIVISION 401	NUMBER 465-08-003
EVALUATED BY Sergeant Pang		DATE 08/14/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		BY	
<input type="checkbox"/> Correction Report		COMMANDER'S REVIEW 	DATE 09/24/2008
. AREA ADMINISTRATION		EVALUATED 08/14/2008	ACTION REQUIRED No
		CORRECTED N/A	

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? Administrative Sergeant

b. What is the background experience of the Automotive Technician (AT)? Modesto has two AT positions. One has 19 years of state service and 8 years of prior mechanical experience. The other is a new hire with over 20 years of experience.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☒ No

(7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

c. How much maintenance work is being done by the AT? They change and balance tires , replace batteries, lamps , spare parts, safety equipment, lube and oil changes, brakes and other minor repairs.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? They assist in handling supplies when delivered and with trash removal in the absence of the janitor.

VEHICLE USE	EVALUATED 08/14/2008	ACTION REQUIRED No	CORRECTED N/A
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a. How many "E" Class vehicles are assigned to the Area? 25

AREA MANAGEMENT EVALUATION
FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? Supervisor discretion.

d. Who does the commander allow to ride in vehicles? CHP applicants, DA's , immediate family members and other agencies

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

SERVICE ARRANGEMENTS

EVALUATED
08/14/2008

ACTION REQUIRED
No

CORRECTED
N/A

a. What vendors are being used for servicing or repairing vehicles? Transmatic, Ripon Auto Center, Scenic Wheel and Brake,

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? 1. Quality of work. 2. Price estimates. 3. Location. 4. Timeliness.

(3) What are the hourly rates being charged? Between \$40 and \$65 per hour depending on the type of repair.

(a) Are discounts given on parts? ☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? 90 to 100%

(2) Are there shortages of vehicles on Mondays? ☒ Yes ☐ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☒ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? By a contract vendor.

AREA MANAGEMENT EVALUATION
FLEET MANAGEMENT

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(2) Is the Area's vehicle washing procedure practical and economical?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is excessive officer time used to wash vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Is there more than one car wash facility available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are vehicles being excessively washed or detailed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Does the Area have a maintenance worker or janitor wash cars?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Is there any other program that can be of assistance in washing cars?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

d. How do officers report defective equipment? The officers report defects on a Vehicle Defect form.

(1) Who is authorized to declare a vehicle unsafe for patrol?	Uniformed and the AT.
(a) Who determines when a vehicle is safe after repair or checking of defects?	The AT.
(b) Does he/she sign off the report form and indicate what has been done?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Is this system effective?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) How long are records kept?	Vehicle records are kept for the duration wherever the vehicle is assigned.
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

MILEAGE MANAGEMENT	EVALUATED 08/14/2008	ACTION REQUIRED No	CORRECTED N/A
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a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are vehicles run out in the same order they are received?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If not, can adjustments be made to accomplish this?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. How are adjustments to mileage accomplished?	The Area uses a color chart to document over mileage vehicles.	

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT understand what is required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the Area have a "personalized vehicle assignment" program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, how does it effect mileage averaging?	The vehicles that need miles are are designated by the color green. The over mileage vehicles are designated by the color red.	

c. How does the Area project run outs? The AT utilizes an average monthly accumulation to project run outs.

(1) Is FOS provided 30-45 days advance notice?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

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(2) What has been the condition of vehicles returned to FOS? Very good condition.

(3) Are the right equipment options completed?

☒ Yes ☐ No

I. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED
08/14/2008

ACTION REQUIRED
No

CORRECTED
N/A

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked? 7-8-08

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☒ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☒ No

TIRES, PARTS AND SUPPLIES

EVALUATED
08/14/2008

ACTION REQUIRED
No

CORRECTED
N/A

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? The AT and supervisors.

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

AREA MANAGEMENT EVALUATION
FLEET MANAGEMENT

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c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored?	Locked in an outbuilding.	
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of?	Both tires and batteries are disposed of by contract.	
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count?	The Administrative Sergeant.	

FUEL DISPENSING FACILITY

EVALUATED
08/14/2008

ACTION REQUIRED
See comments at end

CORRECTED
See comments at end

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies?	Credit card purchases are for emergency purchases only.	
(a) Is self-service or full-service used?	Self serve.	

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?	The driver.	
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?	The AT.	
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?	A Gas Boy automatic card lock system.	
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	This has not occurred.	
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?	08/14/2008	
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?	Once a month.	
(2) At what level is it refilled?	When it reaches 2800 gallons.	
i. How does the Area secure the fuel pumps when they are not in use?	Through the automatic card lock system.	
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION
FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

	EVALUATED	ACTION REQUIRED	CORRECTED
8. SAFETY	08/14/2008	No	N/A
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?	Excellent.		
(1) Have any injuries been prevented with an improved safety awareness program?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
VEHICLE RECORDS AND MAINTENANCE	08/14/2008	No	N/A
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?	Administrative Sergeant.		
(3) How is the information used in Area's fleet administration?	It is used for cost effectiveness and compliance.		
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?	Invoices are approved by the supervisor name, ID and date. No threshold limits have been established or were needed.	

e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

J. CONDITION OF THE FLEET	EVALUATED	ACTION REQUIRED	CORRECTED
	08/14/2008	No	N/A

a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

I. MOTORCYCLES	EVALUATED	ACTION REQUIRED	CORRECTED
	08/14/2008	No	N/A

a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?	The motor sergeant oversees compliance.	

(2) Are Bulletins discussed with riders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?	Riders are sent to ride with a CMTO and monthly training rides.	

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(1) Is there a Defensive Rider Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) What is the Area's safety record?	There are no motor accidents this year.	
(a) How does it compare with Division and statewide rates?	Excellent.	
(4) Does the Area conduct quarterly motorcycle training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop?	Office.	
(1) Are the arrangements satisfactory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is a battery charger available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(5) Is there security and an accurate inventory kept? ☒ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles? Motorcycles are transported by the officer to the repair shop.

(1) Is it satisfactory and cost effective? ☒ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time? ☒ Yes ☐ No

(3) How is repair work verified? By the AT, rider and motor sergeant.

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs? ☒ Yes ☐ No

(a) Is a supervisor's permission required? ☐ Yes ☒ No

(b) Is there a SOP covering this aspect of motorcycle operation? ☒ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs? On a motorcycle trailer.

(6) Does the Area have a motorcycle trailer? ☒ Yes ☐ No

(a) How often is it used? Once a month.

(b) If one is not available, has Area budgeted for one? ☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date? ☒ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges? ☐ Yes ☒ No

(2) Does the motorcycle supervisor review all motorcycle invoices? ☒ Yes ☐ No

(3) Is service up-to-date? ☒ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required? ☒ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected? ☒ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle? ☒ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.? ☒ Yes ☐ No

The Area is aware of the fluorescent lights being inoperative at the fueling island. Area recently received fluorescent lights and the Administrative Sergeant contacted Caltrans to have them installed. At their earliest convenience, they will install them.

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AREA Visalia Area - 480	DIVISION Central	NUMBER
EVALUATED BY Sergeant B. Howard		DATE 05/27/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW DATE _____

1. AREA ADMINISTRATION

EVALUATED Yes	ACTION REQUIRED	CORRECTED
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a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? *Fleet Supervisor, Area Lieutenant, Area Commander*

b. What is the background experience of the Automotive Technician (AT)? *2.5 years as Entry Level Tech. with Ford. 2 years as Journey Level Tech. with GM. Associate Degree Automotive Technology.*

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☒ No

(7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

c. How much maintenance work is being done by the AT? *AT performs vehicle maintenance services as required per HPM 31.1*

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? *Monitors gasoline usage, maintains gas island, and performs other duties as assigned by the Area Commander and Fleet Supervisor*

2. VEHICLE USE

EVALUATED Yes	ACTION REQUIRED	CORRECTED
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a. How many "E" Class vehicles are assigned to the Area? *20*

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(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? *Area does not maintain vehicles in excess of the formula.*

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? *Only the Area Commander maintains a vehicle at his home. Proper authorization has been granted.*

d. Who does the commander allow to ride in vehicles? *Only those authorized per G.O 100.42*

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

3. SERVICE ARRANGEMENTS

EVALUATED
Yes

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? *Monarch Ford*

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? *Current service vendor was selected in the bid process against Visalia Ford.*

(3) What are the hourly rates being charged? *74.00*

(a) Are discounts given on parts? ☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? *Approximately 50%*

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? *N/A* ☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? *Interiors are vacuumed and cleaned by a vendor that provides cleaning services at the Area office. In addition, there are two other available full service car washes available if needed.*

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(2) Is the Area's vehicle washing procedure practical and economical?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is excessive officer time used to wash vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Is there more than one car wash facility available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are vehicles being excessively washed or detailed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Does the Area have a maintenance worker or janitor wash cars?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Is there any other program that can be of assistance in washing cars?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. How do officers report defective equipment? <i>Complete defective equipment report located on the vehicle key board. These reports are collected by the AT and repairs are quickly made.</i>		
(1) Who is authorized to declare a vehicle unsafe for patrol? <i>Officers reserve the right to refer any vehicle for repair and not drive until repaired. AT may do so after mandatory inspections such as after a vehicle pursuit.</i>		
(a) Who determines when a vehicle is safe after repair or checking of defects?	AT	
(b) Does he/she sign off the report form and indicate what has been done?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is this system effective?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) How long are records kept?	3 years	
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4. MILEAGE MANAGEMENT	EVALUATED Yes	ACTION REQUIRED CORRECTED
a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are vehicles run out in the same order they are received?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If not, can adjustments be made to accomplish this?	N/A	
b. How are adjustments to mileage accomplished?	<i>Vehicles are rotated and assigned as necessary to insure that they run out near their projected dates. This is accomplished through updates by AT and notification to the Fleet Supervisor.</i>	
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT understand what is required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the Area have a "personalized vehicle assignment" program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, how does it effect mileage averaging?	<i>No problems have been encountered. As stated above, mileage priority sheet is adhered to as closely as possible.</i>	
c. How does the Area project run outs? <i>At 90,000 miles, the AT faxes the CHP 57 to the Fleet Operations Property Inspector. This allows for a 45 day advanced notice.</i>		
(1) Is FOS provided 30-45 days advance notice?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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- (2) What has been the condition of vehicles returned to FOS? *Vehicles are returned in safe operating condition. The AT usually installs fresh brakes and tires. Body damage requiring repair is also completed prior to returning vehicle.*

- (3) Are the right equipment options completed? ☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED
Yes

ACTION REQUIRED

CORRECTED

- a. Is there adequate space and comfort in the AT office? ☒ Yes ☐ No

- (1) Is the office arranged neatly, and are all bulletins and manuals current? ☒ Yes ☐ No

- (2) Does the AT maintain a service and flat rate manual? ☒ Yes ☐ No

- b. Is the space for working on vehicles adequate? ☒ Yes ☐ No

- (1) Is it clean and organized? ☒ Yes ☐ No

- c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6? ☒ Yes ☐ No

- (1) Is there an inventory? ☒ Yes ☐ No

- (a) When was it last checked? ☐ Yes ☐ No

- (2) Are the tools located where they can be easily accessed by the AT when working on vehicles? ☒ Yes ☐ No

- (a) Are they clean and properly maintained? ☒ Yes ☐ No

- (b) Is there security for the tools when the AT is not present? ☒ Yes ☐ No

- (c) Who has access to the tools? ☐ Yes ☐ No

- d. Does the AT have the equipment necessary to perform all required tasks? ☒ Yes ☐ No

- (1) If not, has it been budgeted for and/or ordered? ☐ Yes ☐ No

- e. Is the equipment neat, clean and in good repair? ☒ Yes ☐ No

- (1) Have replacements been planned and budgeted for? ☒ Yes ☐ No

- f. Are there additional tools or items of equipment needed? ☐ Yes ☒ No

- (1) Could the AT be more effective if they were available? ☐ Yes ☒ No

- (2) Can they and/or have they been requisitioned or requested? ☒ Yes ☐ No

5. TIRES, PARTS AND SUPPLIES

EVALUATED
Yes

ACTION REQUIRED

CORRECTED

- a. Is the space provided for parts and supplies adequate? ☒ Yes ☐ No

- (1) If not, can more space be provided? *N/A* ☐ Yes ☐ No

- (2) Is the space neatly and logically organized? ☒ Yes ☐ No

- (3) Is there adequate security? ☒ Yes ☐ No

- (4) Who has access to the parts/supplies? *Area supervisors and commander have access to parts/supplies during absence of AT.*

- (5) Are batteries stored in a dry location, off the cement floor? ☒ Yes ☐ No

- b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required? ☐ Yes ☒ No

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c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored?	<i>Tires are stored on a tire rack and are secured using chains and locks.</i>	
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of?	<i>The old tires are disposed of using a tire waste hauler.</i>	
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count?	<i>Fleet supervisor during quarterly audits</i>	

FUEL DISPENSING FACILITY	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes		
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) What procedures have been established for purchasing fuel from service stations in emergencies?	<i>During emergencies, fuel is purchased using the fleet fuel card</i>		
(a) Is self-service or full-service used?	<i>Self</i>		

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?	<i>Vehicles are fueled by personnel who used the vehicle.</i>	
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?	<i>AT and the facilities officer.</i>	
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?	<i>Area daily fuel log sheet</i>	
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	<i>Pump meter accuracy is adjusted when it is determined that accuracy has diminished.</i>	
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?	<i>March 2008</i>	
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?	<i>Every 3 weeks</i>	
(2) At what level is it refilled?	<i>1,500 gallons</i>	
i. How does the Area secure the fuel pumps when they are not in use?	<i>Area fuel pumps are located behind security fencing</i>	
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

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	EVALUATED	ACTION REQUIRED	CORRECTED
8. SAFETY	Yes		
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			<i>No reported injuries and no safety issues in need of addressing.</i>
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	Yes		
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			<i>Documents are always kept in proper files.</i>
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			<i>AT and the fleet supervisor</i>
(3) How is the information used in Area's fleet administration?			<i>Area utilizes the Fleet Focus computer application to provide necessary information regarding each vehicle. AT utilizes application to track repairs and parts usage.</i>
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<i>N/A</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?	<i>The Area commander or Lieutenant review each submitted invoice then signifies approval by signing each document prior to submitting for payment. No threshold limit is in place.</i>	
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10. CONDITION OF THE FLEET	EVALUATED Yes	ACTION REQUIRED CORRECTED
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
11. MOTORCYCLES	EVALUATED No	ACTION REQUIRED CORRECTED
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		

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(1) Is there a Defensive Rider Program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record?		
(a) How does it compare with Division and statewide rates?		
(4) Does the Area conduct quarterly motorcycle training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop?		
(1) Are the arrangements satisfactory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is a battery charger available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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(5) Is there security and an accurate inventory kept?

☐ Yes☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes☐ No

(a) Is a supervisor's permission required?

☐ Yes☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes☐ No

(3) Is service up-to-date?

☐ Yes☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes☐ No

AREA Porterville	DIVISION Central	NUMBER 481
EVALUATED BY Sgt. D. Giefer		DATE 05/08/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		BY	
<input type="checkbox"/> Correction Report		DATE	
1. AREA ADMINISTRATION		COMMANDER'S REVIEW <i>[Signature]</i>	
EVALUATED 05/08/2008		ACTION REQUIRED No	CORRECTED 5/19/08

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? The Fleet Coordinator, Sgt. D. Giefer

b. What is the background experience of the Automotive Technician (AT)? U.S.A.F. Flight Engineer-Crew Chief, Service Manager at Ford, Chevrolet, and Chrysler dealerships. 28 years experience as CHP Automotive Technician.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☒ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

c. How much maintenance work is being done by the AT? The Automotive Technician completes all routine maintenance and minor repairs of patrol vehicles.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? The Automotive Technician is responsible for routinely checking and filling the propane tank, as well as routinely checking the back-up generator to ensure that the auto start function is working correctly.

2. VEHICLE USE	EVALUATED 05/08/2008	ACTION REQUIRED No	CORRECTED
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a. How many "E" Class vehicles are assigned to the Area? 10

AREA MANAGEMENT EVALUATION

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(1) Is there an unmarked patrol vehicle assigned for the commander?

☒ Yes

☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?

☒ Yes

☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?

☐ Yes

☒ No

(a) Is there a supply of tools and minor equipment available?

☐ Yes

☒ No

c. What is the justification for any vehicle kept at employees homes after duty hours? Supervisors placed on call, commander

available for call outs, resident post officer works in a remote location and is available for call outs.

d. Who does the commander allow to ride in vehicles? Civilian ride-alongs who are currently testing with the Department.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability?

☒ Yes

☐ No

(a) Is the CHP 428 kept for the appropriate period of time?

☒ Yes

☐ No

3. SERVICE ARRANGEMENTS

EVALUATED
05/08/2008

ACTION REQUIRED
No

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Monarch Ford, Mike's Automotive, and Porterville Tire.

(1) Are they authorized dealers?

☒ Yes

☐ No

(2) What process was used in selecting a service vendor? All vendors meet the requirements of HPM 31.1.

(3) What are the hourly rates being charged? Mike's Automotive -\$69.00, Monarch Ford - \$74.00

(a) Are discounts given on parts? DISCOUNTS ARE OFFERED BY FORD

☒ Yes

☐ No

(4) Has the command shopped for the most cost effective vendors?

☒ Yes

☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?

☒ Yes

☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?

☒ Yes

☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?

☐ Yes

☐ No

(1) What percentage of the fleet is needed on weekends? 50%

(2) Are there shortages of vehicles on Mondays?

☐ Yes

☒ No

(3) If more than one AT, are their hours/days scheduled most effectively?

☐ Yes

☐ No

(a) Is overtime needed for maximum enforcement periods?

☐ Yes

☒ No

c. Are provisions adequate to ensure regular washing of vehicles?

☒ Yes

☐ No

(1) How are interiors cleaned? The interiors are vacuumed and the windows are cleaned. Deep cleanings of carpet and upholstery as needed. All vehicles are detailed midlife as per HPM 31.1.

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(2) Is the Area's vehicle washing procedure practical and economical?

☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes ☒ No

(3) Is there more than one car wash facility available?

☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars?

☐ Yes ☒ No

d. How do officers report defective equipment? By completing the Area Defective Equipment Report.

(1) Who is authorized to declare a vehicle unsafe for patrol? All uniformed employees and the Automotive Technician.

(a) Who determines when a vehicle is safe after repair or checking of defects? The Automotive Technician.

(b) Does he/she sign off the report form and indicate what has been done?

☒ Yes ☐ No

(c) Is this system effective?

☒ Yes ☐ No

(d) How long are records kept? Records are kept 3 years after the unit is replaced.

(e) Is there a system in place to check vehicles for defects after high speed pursuits?

☒ Yes ☐ No

4. MILEAGE MANAGEMENT

EVALUATED
05/08/2008

ACTION REQUIRED
No

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received?

☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this?

☐ Yes ☐ No

b. How are adjustments to mileage accomplished? Vehicles are numbered and driven in a sequential order. The vehicle numbers are rotated as needed to ensure equitable mileage.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☒ Yes ☐ No

(2) Does the AT understand what is required?

☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☐ Yes ☒ No

(a) If so, how does it effect mileage averaging?

c. How does the Area project run outs? The vehicles are projected by 57 Form and Fleet Focus to F.O.S. who assigns vehicles. Vehicles are projected no more than 90 days and no less than 30 days as required by HPM 31.1.

(1) Is FOS provided 30-45 days advance notice?

☒ Yes ☐ No

AREA MANAGEMENT EVALUATION

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(2) What has been the condition of vehicles returned to FOS? Vehicles are returned to FOS in a condition commensurate to their age. All vehicles returned to F.O.S. meet the requirements of M.T.B. 01-17 (minimum requirements).

(3) Are the right equipment options completed?

☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED
05/08/2008

ACTION REQUIRED
No

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked? *AN AUDIT WAS CONDUCTED ON 04-16-2008*

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools? *THE AUTOMOTIVE TECHNICIAN AND AREA SUPERVISORS*

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☐ No

6. TIRES, PARTS AND SUPPLIES

EVALUATED
05/09/2008

ACTION REQUIRED
No

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? *The Automotive Technician and Area supervisors.*

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

AREA MANAGEMENT EVALUATION

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c. Are reasonable numbers of parts/supplies stocked? ☒ Yes ☐ No

(1) Are there obsolete parts on hand? ☐ Yes ☒ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? ☒ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for? ☒ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? ☒ Yes ☐ No

(2) Are proper guidelines in place for record keeping? ☒ Yes ☐ No

(a) Are records reviewed by management? ☒ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse? ☒ Yes ☐ No

(a) How are tires stored? Tires are secured in a locked storage shed located at the Area office.

(4) Is access to the tires restricted to the AT and his/her assistant or backup? ☐ Yes ☒ No

(5) Does Area provide motorcycle vendors with a stock of tires? *N/A* ☐ Yes ☐ No

(6) Does it appear tires are being replaced prematurely? ☐ Yes ☒ No

(7) Are adequate records maintained for used tires? ☒ Yes ☐ No

(a) Is the disposition of used tires within policy? ☒ Yes ☐ No

f. How are old tires/batteries disposed of? Contracted disposal vendor, statewide northern #6C074000/State battery vendor.

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? *N/A* ☐ Yes ☐ No

(2) Are either tires or batteries being traded to offset installation costs? *N/A NO LONGER ALLOWED* ☐ Yes ☐ No

(3) Are the provisions of any tire or battery disposal contract being met? ☒ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required? ☒ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked? ☒ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted? ☒ Yes ☐ No

(1) Who conducted the count? The First Quarter 2008 audit was conducted on April 16, 2008, by Sgt. D. Giefer.

7. FUEL DISPENSING FACILITY

EVALUATED
05/09/2008

ACTION REQUIRED
No

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location? *NO FUEL FACILITY AT COMMAND LOCATION.* ☐ Yes ☒ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies? All fuel purchases are completed in the field by using the Voyager credit card.

(a) Is self-service or full-service used? Self-service

AREA MANAGEMENT EVALUATION
FLEET MANAGEMENT

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(2) Is there a written policy, and is it complied with?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?	Uniformed employees		
(1) Are fluids and tires checked during fueling?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?	N/A		
(3) Is gasoline measured before and after deliveries?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?	Uniformed employees record fuel gallons and the cost, as well as oil used, in the CHP 33 book kept in each patrol vehicle.		
(1) Are records maintained as required?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	N/A		
g. Does the physical inventory reasonably balance with the metered inventory each month?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?	N/A		
h. Is there a contract for fuel?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?	N/A		
(2) At what level is it refilled?	N/A		
i. How does the Area secure the fuel pumps when they are not in use?	N/A		
(1) Is the system adequate?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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8. SAFETY	EVALUATED 05/09/2008	ACTION REQUIRED No	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management? There have been no accidents.			

(1) Have any injuries been prevented with an improved safety awareness program?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED 05/09/2008	ACTION REQUIRED No	CORRECTED
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports? The Automotive Technician who forwards to Sergeant and Lieutenant.			
(3) How is the information used in Area's fleet administration? The information is discussed at Area staff meetings and problems are directed to a supervisor.			
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT? WHEN NEEDED TO MEET DEMAND	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?	No limits other than those imposed by HPM 31.1 or F.O.S.	

e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount? DISCOUNTS OFFERED BY FORD	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

10. CONDITION OF THE FLEET

EVALUATED 05/09/2008	ACTION REQUIRED No	CORRECTED
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a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

11. MOTORCYCLES

EVALUATED N/A	ACTION REQUIRED	CORRECTED
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a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.? N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors? N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations? N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins? N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems? N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation? N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off? N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together? N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance? N/A		
(2) Are Bulletins discussed with riders? N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have? N/A		

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(1) Is there a Defensive Rider Program?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record?	N/A		
(a) How does it compare with Division and statewide rates?	N/A		
(4) Does the Area conduct quarterly motorcycle training?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop?	N/A		
(1) Are the arrangements satisfactory?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Are any repairs being done by riders?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is a battery charger available?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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(5) Is there security and an accurate inventory kept?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. What arrangements have been made for servicing and repairing motorcycles?	N/A		
(1) Is it satisfactory and cost effective?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the maintenance program minimize officer and vehicle down time?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) How is repair work verified?	N/A		
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is a supervisor's permission required?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is there a SOP covering this aspect of motorcycle operation?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) If not ridden, how are motorcycles transported to vendors for repairs?	N/A		
(6) Does the Area have a motorcycle trailer?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How often is it used?	N/A		
(b) If one is not available, has Area budgeted for one?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are vehicle files logically kept and up-to-date?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the motorcycle supervisor review all motorcycle invoices?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service up-to-date?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are the forms filed for the life of the motorcycle?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION
FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

AREA Coalinga	DIVISION Central	NUMBER 495 6
EVALUATED BY Sergeant J. Hunt, 15778		DATE 05/12/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW 
		DATE 5/6/08	

1. AREA ADMINISTRATION

EVALUATED Yes	ACTION REQUIRED	CORRECTED
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a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? Area commander and fleet supervisor.

b. What is the background experience of the Automotive Technician (AT)? Coalinga Area Automotive Technician (AT), Terry Taylor, has overseen the Area's fleet for 27 years.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☒ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

c. How much maintenance work is being done by the AT? All general maintenance and minor repairs are completed by the AT.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? AT enters monthly mileage and fuel usage into the fleet management system, Fleet Focus. The AT also schedules all services, and completes requisitions for parts and supplies.

2. VEHICLE USE	EVALUATED Yes	ACTION REQUIRED	CORRECTED
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a. How many "E" Class vehicles are assigned to the Area? Thirteen

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FLEET MANAGEMENT

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(1) Is there an unmarked patrol vehicle assigned for the commander?

☒ Yes☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?

☒ Yes☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?

☒ Yes☐ No

(a) Is there a supply of tools and minor equipment available?

☒ Yes☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours?

Irregularly employees keep vehicles at their

homes when traveling to conduct state business, attend court or are placed on call-out status.

d. Who does the commander allow to ride in vehicles?

Applicants who are in the Department's testing process.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability?

☒ Yes☐ No

(a) Is the CHP 428 kept for the appropriate period of time?

☒ Yes☐ No

3. SERVICE ARRANGEMENTS

EVALUATED
Yes

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles?

Gill Ford and Liberty Dodge are authorized dealers and

perform warranty work. Bement's Auto and Billingsley Tire assist with alignments and tire service. (Continued on supplemental)

(1) Are they authorized dealers?

☒ Yes☐ No

(2) What process was used in selecting a service vendor?

Due to remote location and limited businesses several vendors are the

only services available. When an option is available, cost and service is used for selecting service vendors.

(3) What are the hourly rates being charged?

Refer to supplemental.

(a) Are discounts given on parts?

☒ Yes☐ No

(4) Has the command shopped for the most cost effective vendors?

☒ Yes☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?

☐ Yes☒ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?

☒ Yes☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?

☐ Yes☒ No

(1) What percentage of the fleet is needed on weekends?

Approximately 60%

(2) Are there shortages of vehicles on Mondays?

☐ Yes☒ No

(3) If more than one AT, are their hours/days scheduled most effectively?

☐ Yes☐ No

(a) Is overtime needed for maximum enforcement periods?

☐ Yes☒ No

c. Are provisions adequate to ensure regular washing of vehicles?

☒ Yes☐ No

(1) How are interiors cleaned?

Area contracts with E&B Mobile Wash to wash vehicles twice a week, and they also thoroughly

clean the vehicle's interiors once a week.

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(2) Is the Area's vehicle washing procedure practical and economical?

☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes ☒ No

(3) Is there more than one car wash facility available?

☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars?

☐ Yes ☒ No

d. How do officers report defective equipment? Defects are documented on a defective automotive equipment report, completed by employees. The form is then emailed to the AT and fleet supervisor.

(1) Who is authorized to declare a vehicle unsafe for patrol? Any employee who uses a patrol vehicle can declare the vehicle unsafe for patrol.

(a) Who determines when a vehicle is safe after repair or checking of defects? The Area's AT, after a proper inspection.

(b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No

(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? Records are kept for the life of the vehicle plus 3 years.

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☐ Yes ☐ No

4. MILEAGE MANAGEMENTEVALUATED
Yes

ACTION REQUIRED

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received?

☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this?

☐ Yes ☐ No

b. How are adjustments to mileage accomplished? See supplemental.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☒ Yes ☐ No

(2) Does the AT understand what is required?

☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? Vehicle assignment ensures vehicles are run-out on a regular basis and in the order in which they were assigned to the Area.

c. How does the Area project run outs? When vehicles reach 90,000 miles a run-out date is projected. This date is then sent to the Fleet Operations Section on a CHP 57.

(1) Is FOS provided 30-45 days advance notice?

☒ Yes ☐ No

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(2) What has been the condition of vehicles returned to FOS? Vehicles returned to fleet operations have been in good condition.

(3) Are the right equipment options completed?

☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED
Yes

ACTION REQUIRED

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☒ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☐ Yes ☒ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☒ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☒ No

6. TIRES, PARTS AND SUPPLIES

EVALUATED
Yes

ACTION REQUIRED

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? The Area commander, sergeants, AT and janitor have access to the parts.

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked?

☒ Yes☐ No

(1) Are there obsolete parts on hand?

☐ Yes☒ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?

☒ Yes☐ No

e. Are adequate records maintained for tires, and are all tires accounted for?

☒ Yes☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?

☒ Yes☐ No

(2) Are proper guidelines in place for record keeping?

☒ Yes☐ No

(a) Are records reviewed by management?

☒ Yes☐ No

(3) Are tires properly safeguarded from theft or misuse?

☒ Yes☐ No

(a) How are tires stored? Tires are stored and secured in a storage room affixed to the Area office.

(4) Is access to the tires restricted to the AT and his/her assistant or backup?

☒ Yes☐ No

(5) Does Area provide motorcycle vendors with a stock of tires?

☐ Yes☒ No

(6) Does it appear tires are being replaced prematurely?

☐ Yes☒ No

(7) Are adequate records maintained for used tires?

☒ Yes☐ No

(a) Is the disposition of used tires within policy?

☒ Yes☐ No

f. How are old tires/batteries disposed of? Tires and batteries are disposed of by a contracted vendors.

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?

☐ Yes☒ No

(2) Are either tires or batteries being traded to offset installation costs?

☐ Yes☒ No

(3) Are the provisions of any tire or battery disposal contract being met?

☒ Yes☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required?

☒ Yes☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked?

☒ Yes☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted?

☒ Yes☐ No

(1) Who conducted the count? The quarterly count of automotive supplies are conducted by the AT and fleet supervisor.

7. FUEL DISPENSING FACILITY

EVALUATED

Yes

ACTION REQUIRED

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?

☒ Yes☐ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies? Refer to supplemental.

(a) Is self-service or full-service used?

Self service shall be used at all times.

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Is the break-away coupler installed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?	All drivers are responsible for refueling the vehicles they use.	
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?	The AT and Area sergeants have access to the key for the lock on the meter and storage tank.	
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?	All gas and oil used is logged on a CHP 33 and on the daily fuel log located at the gas pump, by the employees.	
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	Daily fuel logs are double checked and compared to the CHP 33 forms entries.	
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?	The pump meter was last checked for accuracy in June 2007.	
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?	Approximately every 2 months.	
(2) At what level is it refilled?	Gas is ordered when level is at 1200 gallons.	
i. How does the Area secure the fuel pumps when they are not in use?	Pumps are in a gated area and pad locks are also used.	
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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8. SAFETY	EVALUATED Yes	ACTION REQUIRED	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?	<input type="checkbox"/>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?	<input type="checkbox"/>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?	<input type="checkbox"/>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?	<input type="checkbox"/>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?		The Area maintains a very good safety record, and there has been no occupational injury associated with fleet management in recent years.	
(1) Have any injuries been prevented with an improved safety awareness program?	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED Yes	ACTION REQUIRED	CORRECTED
a. Are fleet records logically filed?	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?		Area fleet supervisor and the AT.	
(3) How is the information used in Area's fleet administration?		To monitor any increase in cost of operations due to driver misuse.	
c. Is the CHP 424 current?	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?	<input type="checkbox"/>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?	Area commander or fleet supervisor reviews and approves invoices over \$500. Invoices under \$500 are reviewed and approved by the AT.	
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10. CONDITION OF THE FLEET	EVALUATED Yes	ACTION REQUIRED CORRECTED
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
11. MOTORCYCLES	EVALUATED N/A	ACTION REQUIRED CORRECTED
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		

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DATE: 05/12/2008

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